

COROWA

High School

RESPECT | RESPONSIBLE | ACHIEVE



WHOLE SCHOOL
ASSESSMENT POLICY



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Education

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COROWA HIGH SCHOOL ASSESSMENT POLICY

Introduction

Assessment is an integral part of learning. Through assessment students, teachers and parents are able to see how students are progressing in each individual area.

Students are assessed both formally and informally.

Informal assessment

Allows students and teachers to see how well they are developing knowledge and understanding but are not used for the purpose of reporting and grading students. Informal assessment takes the form of quizzes, book marking, showcasing work, and some homework tasks. Teachers use informal assessment as a way to fine tune lesson delivery.

Formal Assessment

Structured Assessment Tasks are used to collect student data for the purpose of reporting and grading. Students will undertake a variety of internal and external assessments. Assessments are used to determine the extent to which students have mastered stated outcomes of the New South Wales High School curriculum.

ASSESSMENT IN YEARS 7-9

All Key Learning Areas at Corowa High School include a formal program of assessment as part of their teaching programs. Assessment is designed to determine the extent students have mastered stated outcomes of the New South Wales curriculum. Below is a table that outlines the different levels of achievement that is used to illustrate a student's mastery of the NSW Curriculum.

Common Grade Scale for Years 7-10

School Reporting Grade	NESA RoSA Grade	Description of Grade
Outstanding Mark of 100 - 85	A	The student has an extensive knowledge and understanding of the content and can readily apply this knowledge. In addition, the student has achieved a very high level of competence in the processes and skills and can apply these skills to new situations.
High Mark of 84 – 70	B	The student has a thorough knowledge and understanding of the content and a high level of competence in the processes and skills. In addition, the student can apply this knowledge and these skills to most situations.
Sound Mark of 69 – 45	C	The student has a sound knowledge and understanding of the main areas of content and has achieved an adequate level of competence in the processes and skills.
Basic Mark of 44 – 35	D	The student has a basic knowledge and understanding of the content and has achieved a limited level of competence in the processes and skills.
Limited Mark of 34 - 0	E	The student has an elementary knowledge and understanding in few areas of the content and has achieved very limited competence in some of the processes and skills.

ASSESSMENT IN THE SENIOR SCHOOL - YEARS 10, 11 AND 12

Record of School Achievement (RoSA)

The Record of School Achievement is a credential marking the end of junior secondary schooling. The Record of School Achievement provides students, parents, employers and the general community with information on students' achievement in The Record of School Achievement courses.

The Record of School Achievement is awarded to a student when they complete their junior schooling.

If a student leaves school without completing and/or qualifying for a Record of Student Achievement NESA will issue the student with a Transcript of Student Participation.

Grades A - E will be awarded in all courses except Mathematics, based on school-based assessment of students' achievement with reference to performance descriptors issued by NESA. The Mathematics course will use a similar grading system as mandated by NESA.

To be eligible for a RoSA, students must have:

- completed the mandatory curriculum requirements for Years 7 to 10
- attended a government school, an accredited non-government school or a recognised school outside NSW
- completed courses of study that satisfy NESA's curriculum and assessment requirements for the RoSA
- left the schooling system after completing Year 10 but **before completing the HSC**
- complied with the requirements from the Education Act.

A separate Common Grade Scale for Preliminary Courses is used to report student achievement in Year 11 courses on NESA credentials.

A	The student demonstrates extensive knowledge of content and understanding of course concepts, and applies highly developed skills and processes in a wide variety of contexts. In addition, the student demonstrates creative and critical thinking skills using perceptive analysis and evaluation. The student effectively communicates complex ideas and information.
B	The student demonstrates thorough knowledge of content and understanding of course concepts, and applies well-developed skills and processes in a variety of contexts. In addition, the student demonstrates creative and critical thinking skills using analysis and evaluation. The student clearly communicates complex ideas and information.
C	The student demonstrates sound knowledge of content and understanding of course concepts, and applies skills and processes in a range of familiar contexts. In addition, the student demonstrates skills in selecting and integrating information and communicates relevant ideas in an appropriate manner.
D	The student demonstrates a basic knowledge of content and understanding of course concepts, and applies skills and processes in some familiar contexts. In addition, the student demonstrates skills in selecting and using information and communicates ideas in a descriptive manner.
E	The student demonstrates an elementary knowledge of content and understanding of course concepts, and applies some skills and processes with guidance. In addition, the student demonstrates elementary skills in recounting information and communicating ideas.

Eligibility requirements for the HSC and ATAR:

HSC:

The Higher School Certificate (HSC) is the highest educational award in New South Wales schools. It is awarded to NSW students who have satisfactorily completed Years 11 and 12 at secondary school. To be eligible, students must meet HSC course requirements and sit for the statewide HSC examinations.

To be eligible for the award of the Higher School Certificate, students must:

- a. have gained the Record of School Achievement or such other qualifications as the NESA considers satisfactory;
- b. have attended a government school, an accredited non-government school, a school outside New South Wales recognised by NESA or a college of TAFE;
- c. have completed [*HSC: All My Own Work*](#) (or its equivalent)
- d. have demonstrated a minimum standard of literacy and numeracy
- e. have satisfactorily completed courses that comprise the pattern of study required by NESA for the award of the Higher School Certificate; and
- f. sit for and make a serious attempt at the requisite Higher School Certificate examinations.

ATAR

The Australian Tertiary Admission Rank (ATAR) is a number between 0.00 and 99.95 that indicates a student's position relative to all the students in their age group (i.e. all 16 to 20 year olds in NSW).

Universities use the ATAR to select students for their courses and admission to most tertiary courses is based on your selection rank (your ATAR + any applicable adjustments). Most universities also use other criteria when selecting students (e.g. a personal statement, a questionnaire, a portfolio of work, an audition, an interview or a test).

To be eligible for an ATAR you must satisfactorily complete at least 10 units of ATAR courses. **From 2025, all courses with an HSC examination will be eligible for inclusion in the ATAR calculation.**

Students will be guided by school staff when selecting subjects to study in Years 11 and 12 if they wish to obtain an ATAR. This information is also discussed at subject selection nights.

The Year 11 Preliminary Course runs from Week 6, Term 4 to the end of Term 1 each year. Students are required to complete 12 units of preliminary subjects over the course of 2 years (6 units per year) before they are allowed to 'drop' a subject during their HSC course timeframe.

The Year 12 Higher School Certificate Course will commence in Term 2 of the same year.

Students who pursue alternative education or employment prior to completing their HSC will receive a Record of School Achievement (RoSA) from the NSW Education Standards Authority (NESA).

STUDENT RESPONSIBILITIES

Attendance

Regular attendance is vital for achievement in all areas of learning. Students are expected to attend all classes with justified reasons for student absences only including:

- being sick or having an infectious disease
- having an unavoidable medical appointment
- being required to attend a recognised religious holiday
- exceptional or urgent family circumstances e.g. attending a funeral.

Assessment Tasks

The NSW Education Standards Authority (NESA) requires all students to attempt all assessment tasks. All assessment tasks are due by 9am on the due date unless otherwise specified. Where a task is physically submitted, students are required to sign to acknowledge submission.

Submission of assessment tasks

Students are required to submit assessment tasks by the due date and sign and acknowledge submission of task. Any task not submitted by the due date and time will receive a mark of zero, unless an illness or misadventure process is followed.

Students who are unable to submit an assessment task/assignment for valid reasons may apply to the principal for an extension prior to the due date. The decision to provide an extension will be made in consultation with the faculty head teacher. It should not be assumed that an application will be accepted.

In exceptional circumstances, students may be unable to attend school on the day of an assessment task. If this is the case, the student must liaise with the Head Teacher of the faculty to arrange completion of the task prior to the due date.

The following circumstances will **NOT** be recognised as exceptional:

- extracurricular activities
- paid employment commitments
- attending or preparing to attend recreational activities such as music concerts and Debutante balls
- holidays
- one or two days of illness during the two weeks leading up to the task.

The following circumstances **MAY** be recognised as exceptional:

- representative activities associated with Corowa High School
- scholarship, university, or other tertiary application pathways

Diligence

It is required that students prepare for examinations and assessment tasks and make a serious attempt at all parts/sections. Students must work with sustained effort and diligence in all aspects of each course.

Syllabus requirements

It is required that students complete the syllabus, including participation in class practical work, oral presentations, homework, assignments, and formal assessment tasks.

Sustained application

Students must make a genuine attempt at **ALL** assessment tasks. Failure to make a reasonable attempt at an assessment task will result in an N Award Warning issued for that assessment task.

Absence: Notification of Assessment Tasks

Students who are absent from class on the day that an **Assessment Task Notification is issued, must see the teacher to receive the notification.** Notification of assessment tasks will be issued at least two weeks prior to assessment tasks being due.

Procedures for students when absent from any task

A student may apply for special consideration if they are absent on the day of any task, in which case:

- a) the student or their parent **must telephone the school** on the day of the task and **inform the school;**
- b) a doctor's certificate is required if the application is on medical grounds;
- c) valid supporting documents are required to support misadventure;
- d) if the assessment task is a take home task, the **student must submit the medical certificate to the school's front office and the task to the Head Teacher of that faculty, immediately upon the student's return to school;**
- e) documentation submitted at a later date (**not on the first day that the student returns to school**) will not be accepted and the student will be awarded a zero mark.
- f) In the event that a student is unable to gain a medical appointment, a letter from a local medical centre confirming the unavailability of an appointment is required.

Process for the determination of the Illness Misadventure Appeal

The Faculty Head Teacher and Principal consider student appeals. Once the Principal determines the action to be taken, the Head Teacher will inform the student and classroom teacher of the decision.

The Illness/Misadventure appeals process does not cover:

- difficulties in preparation or loss of preparation time;
- alleged deficiencies in tuition;
- misreading the exam timetable;
- misreading of exam instructions;
- **attendance at a sporting or cultural event, or family holiday;**
- vacation;
- technology and/or computer equipment failure.

Student Appeals

A student may only appeal:

- against their mark in the course assessed on the grounds of a clerical error, and/or
- if the school has varied from its stated Assessment Policy.

An appeal panel will be formed as required at the time of appeal. The panel will consist of any three of the following personnel: Principal; Deputy Principal; and The Head Teacher of that faculty.

In conducting a review, NESAs requires the panel to ascertain whether:

- a) The weightings specified by the school in its assessment program conform to NESAs requirements as detailed in the subject guides;
- b) The procedures used by the school for determining the final assessment program conform to its stated assessment program;
- c) There are no computational or other clerical errors in the determination of the assessment mark.

Work Placement

Students are required to see the appropriate Head Teacher before work placement to organise alternate arrangements for assessment tasks scheduled during work placement.

If an assessment task is due during work placement, the student must see the Head Teacher of the assessment task's faculty to negotiate whether the task will be submitted either before work placement or on the due date.

Procedures relating to Malpractice

All work presented in assessment tasks and external exams (including submitted works and practical exams) must be the student's own or must be acknowledged appropriately. Malpractice, including plagiarism, will lead to students receiving zero marks and will jeopardise their HSC results.

Malpractice is any activity that allows students to gain an unfair advantage over other students. It includes, but is not limited to:

- copying someone else's work 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 exam rules;
- using non-approved aids during an assessment task;
- contriving false explanations to explain work not handed in by the due date, and
- assisting another student to engage in malpractice.

Student behaviour during assessment tasks, including examinations

Students must behave in a way that does not disrupt the task, exam or disturb the work of any other students. They must behave in a polite and courteous manner towards other students and the supervisor(s) of the task(s), including examinations.

During any assessment task/examination, if a student is involved in any of the following behaviours, a zero-assessment mark will be awarded:

- communicates with another student once started;
- looks at another student's work;
- takes into the room any books, notes, papers or equipment, including electronic devices, such as mobiles, other than what is allowed by the supervising teacher;
- makes a non-serious attempt, or
- engages in malpractice.

Examination Procedures

During any assessment task/Exam students must follow the examination supervisor's instructions at all times. An **Examination Rules and Expectations Notice** is issued to students with their examination timetables.

Students must not take into the room any books, notes, papers or equipment other than what is outlined in the **Examination Rules and Expectations Notice**.

Students must make a serious attempt at all questions in the examination/assessment task and remain in the examination venue until the end of the Examination.

Answers must not contain offensive language.

Students must not take any electronic devices, including mobile phones into any examination room.

Failure to observe these rules will result in a mark of zero for the examination.

Students Absent from Mid-Year Assessments, Prelim, Trial and HSC Examination

Students who are absent from examination(s) for any serious reason must notify the school's front office on the timetabled day of the exam(s).

Equipment for the HSC Examination

The HSC timetable contains a list of:

- equipment, that students are expected to provide; and
- optional items that students may bring if they wish.

It is a students' responsibility to obtain this list, which appears on the NESA website at:

<http://educationstandards.nsw.edu.au/wps/portal/nesa/11-12/hsc/rules-and-processes/exam-equipment-list>

Note that students **must** clear memory from calculators before examinations.

Assessment Schedules

Students are expected to carefully read assessment schedules for all courses. These schedules are published in an Assessment Schedule booklet for each stage.

Notifications

Students are expected to carefully read the notification of tasks that they will receive two weeks prior to the date of assessment tasks.

Students are required to sign for and check the following details on all notifications for assessment tasks:

- a. the nature of the task;
- b. syllabus outcomes to be assessed;
- c. the weighting of the task;
- d. the assessment marking criteria, and
- e. the date of the task.

Failure to comply with the school assessment policy and the procedures outlined in this handbook may result in a zero mark being awarded.

SCHOOL RESPONSIBILITIES

Notification of assessment

Students receive written notification for all assessment tasks. For students completing the preliminary and HSC courses, this notice will be at least two weeks prior to the due date and include the following details of the task:

- task number
- task weighting
- timing
- outcomes assessed
- description of the nature of the task
- marking criteria

Changes to assessment task schedule

There may be occasion where the due date of an assessment task needs to be altered. If this is the case, the classroom teacher will consult with their head teacher.

Should this change be supported by the Head Teacher, the principal will take the following into consideration before approving the change:

- All students within the class have agreed to the change
- Students have indicated in writing their understanding of the change
- Once approved, students and parents will receive written confirmation of the change occurring.

Distribution of assessment tasks

Head Teachers from all faculties consult on the dates in which assessment tasks are scheduled. The due date of assessment tasks is often dictated by the scope and sequence of the course, but where possible, assessments are scheduled to support the best learning and achievement of students across multiple subjects. These are reflected in the Assessment Schedule booklet.

No assessment tasks will be scheduled two weeks prior to the Final Preliminary or Trial HSC Examination, without the express permission of the principal.

Special Examination Provisions for students with special needs

If students have a special need that would in a normal examination situation, prevent them from:

- reading the exam questions, and/or
- communicating responses,

NESA may approve special exam provisions.

Students seeking special exam provisions need to approach the Head Teacher Inclusive Education organise special provisions where appropriate.

Special Examination Provisions are not available:

- as compensation for difficulties in undertaking a course and preparing for the exam, and
- for lack of familiarity with the English language.

Some students may also be eligible for adjustments or special provisions for school-based assessment tasks. The school's Learning and Support Team collaborate with classroom teachers regarding reasonable adjustments and accommodations for internal assessment tasks.

N Award Warning

NESA warning letters are issued to students and their parents/caregivers if students are in danger of not meeting the Course Completion Criteria in any course. NESA requires the school to issue official warning letters to give the students the opportunity to redeem themselves.

A **minimum of two course specific warnings** must be issued prior to a final 'N' (non-completion) determination being made for a course.

Students who receive an N Award Warning must address the criteria outlined on the letter to resolve this warning. Where this is not completed, students will be N Determined from the course and will no longer receive it as part of their RoSA or HSC credentials.

Marking of Assessment Tasks

Assessment tasks are assessed against learning outcomes as prescribed by NESA. It is at the discretion of the classroom teacher to develop a marking criteria that assess these outcomes. Teachers provide feedback in a range of formats to support students further develop their understanding of course content after assessment.

Students will receive a mark for each assessment task issued.