

Student Name: \_\_\_\_\_

## Ballina High School



# YEAR 11

# 2016

## PRELIMINARY HIGHER SCHOOL CERTIFICATE

## ASSESSMENT GUIDELINES

*This booklet is issued for the information of students and parents.*

The booklet contains information on the school's assessment procedures.

Please read its contents carefully.

You will be required to sign for your handbook for Board of Studies records.

If you have any queries, please contact the Deputy Principal, Mr Douglas.

**FILE IN A SAFE PLACE**



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# PRELIMINARY ASSESSMENT

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To be eligible for the award of the **Higher School Certificate** you must have satisfactorily completed a Preliminary pattern of study in year 11. This must consist of at least 12 units including:

- At least 6 units of Board Developed Courses
- At least 2 units of English
- At least 3 courses of 2 unit value or greater
- At least 4 subjects

Before you can proceed to year 12, the school must certify that you have satisfactorily completed at least 12 units. This means that for each subject you must have:

- Followed the course developed or endorsed by the Board of Studies
- Applied yourself with diligence and sustained effort to the set tasks and experiences provided in the course by the school
- Achieved some or all of the course outcomes

While the Board of Studies does not mandate attendance requirements, attendance rates lower than 85% will cause concern and the school may determine that the course completion criteria have not been met.

## PRELIMINARY ASSESSMENT TASKS

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Your final mark for a Board-developed or a Board-endorsed course represents a measure of your achievement relative to performance standards by the end of the Preliminary HSC course. For courses run jointly between the two schools, the ranking will include all students in the course.

The **assessment** will encompass all syllabus objectives and outcomes other than those relating to values and attitudes. The assessment tasks provide teachers with multiple measures and observations of your progress.

The school determines the various tasks, such as tests, assignments, projects, on which the assessments are based, and the marks to be allocated to each task. Each course will be assessed three to five times during the Preliminary HSC course.

Students should take a keen interest in their **rank order** and the whole **group performance** (one or more classes) in that course.

It is the student's responsibility to retain test papers, assessment tasks, etc for future reference and study. Schools are not required to keep copies of tasks as evidence for assessments.

The Board of Studies expects students to undertake all assessment tasks set.

## EXAMINATION PREPARATION

Prior to formal exams, practice tasks may be scheduled during class time. These tasks are set by teachers to adequately prepare students for maximum performance in the exams. They need not necessarily count toward the final Preliminary Assessment mark.

## ASSESSMENT FOR BOARD DEVELOPED COURSES

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In all subjects, your exam results will form part of your assessment.

An individual assessment task will not be worth less than 10%, nor more than 50%. It is paramount for students to complete every task set and to perform at their best throughout the Preliminary HSC.

## ASSESSMENT FOR BOARD ENDORSED COURSES

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These courses include Content Endorsed Courses (CEC) e.g. Marine Studies, and Other Endorsed Studies (OES) e.g. TAFE courses like Beauty Therapy.

Schools and TAFE colleges are required to assess students undertaking any OES, CEC or TAFE courses. There is NO HSC examination in these subjects.

## TIMING AND NOTIFICATION OF ASSESSMENT TASKS

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The assessment period will commence in term 1 and conclude at the end of term 3. The week in which any task is due is published in this booklet. For all hand in tasks, an assessment notification will be given to students at least 10 school days prior to the due date; this will include the type of task, its weighting, the outcomes to be assessed, marking guidelines and mode of submission for the task.

Due to various circumstances, it may be necessary for some assessment tasks to have their dates altered. In such cases, students will be given at least 5 school days' notice.

## SUBMISSION OF WORK

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All tasks are to be handed in at the start of the timetabled lesson on the due date. Where possible, these tasks will be due on a day when this class is scheduled for period 1. Tasks are to be handed **personally** to the class teacher or, if absent, to the Head Teacher. **Never** leave a task on a table, desk or other area. **Always** make sure your name is on the task.

## NON-COMPLETION OF ASSESSMENT TASKS

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If a student fails to submit an assessment task specified in this program on the due date the Head Teacher needs to be notified as soon as possible. If the Head Teacher considers that the student has a valid reason e.g. illness or endorsed leave, an extension of time may be granted or a mark may be awarded based on a substitute task or an estimate. Estimates will only be given in **extreme cases**, if the principal decides this is appropriate. The set task must be done, or in exceptional circumstances, a substitute task set. **All illness and leave must be supported by independent evidence e.g. a medical certificate.**

Computer or printer failure is **not** a valid misadventure. If this happens, students will be required to submit a hand written draft on the due date.

If you miss an assessment task for TAFE courses, you may be required to **pay** a TAFE teacher to supervise you, in your own time. Assessment in TAFE courses is ongoing and often fortnightly in some courses.

Where there is no valid reason for non-completion of an assessment mark on the due date, a **zero mark** will be recorded for that task. Even if zero marks are recorded, to satisfy course requirements, the task must be completed.

Parents will be notified by the Deputy Principal in writing when students fail to complete a task on the due date. This is required due to the possible consequences of an **'N' (unsatisfactory) determination**. Parents must acknowledge receipt of this letter in writing. Copies of these documents are filed by the school.

## PENALTIES FOR LATENESS

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Tasks handed in late, without an acceptable explanation, will be awarded **zero marks**. Regardless of this, the task must still be submitted to meet course requirements.

## EXTENSIONS

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Extensions will only be granted in extreme circumstances. Requests for an extension of time for an assessment task must be made in writing to the Head Teacher, BEFORE the day the task is due.

## ABSENCE FROM SCHOOL

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Students who know that they will be absent from school must notify the class teacher at least **FIVE DAYS IN ADVANCE** with a valid reason supported by documentation. The class teacher, in conjunction with the Head Teacher, will decide on the validity of the reason. If there is no valid reason for lateness, a mark of zero will be awarded.

Assessment Tasks, missed due to legitimate absence, may be completed AFTER the task date. Teachers will not release any task instructions or worked papers until all students have completed the task. Where there is no valid reason for not completing an assessment task, a **zero** mark must be recorded.

When there is a last minute incident which is likely to affect a student's performance and which is absolutely unavoidable, the student can submit an illness/misadventure form. This form is available from the Deputy Principal.

- In exams: Inform the Deputy Principal or the Exam Supervisor before the exam begins (or during the exam if illness sets in late) and submit an illness/misadventure form
- For all other tasks: Report to the Head Teacher on the **first day of return** to school with **independent evidence** (medical certificate, police report) to support the reason for non-completion of the task stating how the situation impacted on their ability to complete the task

***NO LATE APPEALS FOR ILLNESS/MISADVENTURE WILL BE CONSIDERED***

## 'N' DETERMINATION

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Students in danger of not meeting the requirements for satisfactory completion of a course must be warned in time for the situation to be corrected. A minimum of two warning letters (on separate tasks) must have been sent before the principal can consider the possibility of an 'N' determination. A warning letter is deemed to have been received if the school postal records indicate it was mailed.

Students who do not complete the required course requirements, as determined by the Principal, or who do not complete the mandatory work placement in VET subjects will be given an 'N' determination by the school in that subject.

If a student is to be given an 'N' determination, the principal must:

- Indicate the 'N' determination to the Board of Studies
- Advise the student and the parent of the determination, its consequences and the student's right to a school review and subsequent appeal to the Board

The procedures for a school review of an 'N' determination are as follows:

- A student seeking a review of an 'N' determination must apply to the principal by the date listed on the notification.
- The school will advise the Office of the Board of Studies, on the appropriate form, of the outcome of any review of 'N' determinations.
- Any subsequent appeal to the Board will focus on whether the school review properly and correctly considered the matters before it.
- Appeals must reach the Office of the Board by the date stipulated in the timetable. The board will advise students and principals of the outcome of any appeal as soon as possible.

# RIGHTS OF APPEAL

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Students may appeal if they disagree with their mark or rank for a particular assessment task.

Should a student have a valid reason for disagreeing with their mark in any assessment task, they should discuss it with their teacher and/or Head Teacher within **three days of the return of the marked task**.

In some circumstances, students may wish to appeal against the determination made by the Head Teacher. In this case, a written appeal needs to be lodged with the Deputy Principal within **five school days of the return of the task**. If warranted, a review panel will be formed to determine whether school policy has been followed. Written notification of the result of this review will be provided to the appellant within 2 school weeks.

# MALPRACTICE POLICY

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All work presented in assessment tasks and external examinations (including submitted works and practical examinations) must be your own. Malpractice is any activity that allows a student to gain unfair advantage (mark or rank) over other students. It includes but is not limited to:

- Submitting work not done by the student concerned or copying another student's work
- Making a non-serious attempt at the task
- Cheating
- Harassing other students prior to the due date
- Not attending other lessons on the day of the task, or the day prior to the task, to prepare for a task
- Breaching school examination rules
- Plagiarism (see details below)
- Contriving false explanations to explain work not handed in by the due date

In cases of malpractice, the Principal will decide the outcome. Consequences could be loss of all marks for the task, partial loss of marks, cancellation of the task and rescheduling of an alternative task if the malpractice affects a significant number of candidates in the course, cancellation of student enrolment in the course or suspension from school.

# PLAGIARISM

Plagiarism is submitting work done by someone else and claiming it as your own. It includes:

- copying someone else's work
- passing off someone else's ideas as your own without acknowledgement
- submitting material downloaded, wholly or in part, directly from the internet, without reference
- having someone else eg. a tutor, do the task or a substantial part of the task for you

To avoid allegations of plagiarism, keep your teacher informed and show them your work a number of times during the preparation of a task.

Plagiarism is serious malpractice, and any student guilty of this will be given zero marks for the task, and serious consideration will be given to cancelling the student's enrolment in that course.

Students are encouraged to seek opinions and ideas from a variety of sources. However, what a student submits for an assessment task **must be their own work**. If students do refer directly or indirectly to the ideas of others, this must be acknowledged. Your teacher will provide you with a suggested referencing system.

# HSC ALL MY OWN WORK

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The **HSC: All My Own Work** program is designed to help senior students to follow the principles and practices of good scholarship. This includes understanding and valuing ethical practices when locating and using information as part of their Preliminary and HSC studies.

The program is delivered flexibly through five self-paced learning modules and must be completed by all senior students before week 5 of term 1, year 11. All students are entered online on the Board of Studies when the course is satisfactorily completed.

## EXAMINATION RULES

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### EXAMINATION ROOM PROCEDURES

1. You should arrive ten (10) minutes prior to the examination time. Students arriving more than half an hour after the commencement of the examination will not be permitted to sit the examination and will be given zero marks.
2. It is your responsibility to make sure that the correct examination paper has been provided. You must also check no pages are missing.
3. It is your responsibility to take all required equipment into the examination, including pens, calculator (approved), stapler, etc. All equipment must be taken in a transparent package such as a clear plastic bag. Equipment may not be borrowed in the examination room. You cannot appeal on the grounds that your calculator or other equipment did not work correctly.
4. Students are required to fill out an attendance slip at the beginning of the examination.
5. During reading time, writing is not permitted on any section of the examination paper or answer book.
6. Write with black or blue pen. Pencil may be used where specifically directed.
7. Write your name on **every page** and **clearly number** the question you are answering.
8. You must **NOT** leave the examination room (except in an emergency) until the examination is finished. Make sure that you go to the toilet **before** the examination.
9. You must **NOT**
  - (a) eat in the examination room. Students are permitted to bring water into the examination in a transparent bottle with no label.
  - (b) speak to any person other than a teacher
  - (c) behave in any way likely to disturb the work of others
  - (d) attend an examination while under the influence of alcohol or illegal drugs
  - (e) take into the examination any notes, books or written material
10. If you do not make a serious attempt at an examination, you will receive an 'N' determination for that task.
11. At the conclusion of the examination, staple pages together according to the instructions on your paper. You must not leave the examination room until instructed by the supervisor.

### SCHOOL UNIFORM

All students are required to wear correct school uniform including closed shoes for all school examinations.

### ATTENDANCE RULES



- It is your responsibility to make sure you receive a timetable **and** that you read it carefully.
- You must sit for all examinations, unless prevented by **illness or misadventure**.
- If you cannot attend an examination because of illness or misadventure, you should notify the Deputy Principal immediately. It is important to attend the examination where possible, even in the case of illness/misadventure. The school will not accept an illness/misadventure appeal if the reason is not sufficiently serious.
- If your illness/ misadventure appeal is not accepted, you will not receive a result for the examination. This may lead to an 'N' determination in the course.

## VET SUBJECTS AND SUBJECTS STUDIED THROUGH OTHER SCHOOLS

Students studying school VET courses are required to sit for school examinations in these courses. If you study a subject at another school, for example through distance education or another high school, you will sit all formal examinations at your own school.

## SPECIAL PROVISIONS

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Special provisions are available to students who need them to complete a task (eg. writer, reader, extended time, large print) but no special consideration will be made in the marking of a task. If you require special provisions for any tasks, you must alert the Deputy Principal or your year adviser in the first two school weeks of the year.

## STUDENTS TRANSFERRING TO OTHER SCHOOLS

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Students who transfer after 30th June in the year receive an assessment mark from the sending school.

## COMPLETION OF YEAR 11

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At the completion of year 11, teachers will send a grade to the Board of Studies for each course that you have studied. In the event that you leave school prior to gaining your HSC, you will be issued with a Record of School Achievement (RoSA) which will list your grades for year 10 and for the year 11 Preliminary Course.

## REPORTS

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Students receive two reports in their Preliminary course.

## PARENT TEACHER NIGHTS

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There are two parent teacher nights for year 11.

The first is part way through term 1.

The second is at the conclusion of the Preliminary course, after students receive their final report. This is scheduled early in term 4.

If parents would like to meet with a teacher outside these times, please contact the office and request an appointment.

# SUMMARY OF STUDENT RESPONSIBILITIES

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## 1. **Keep yourself informed**

You are expected to check with your class teacher, after any absence from class, whether you have missed any information about assessment tasks.

## 2. **Complete all tasks**

It is expected that you will complete all tasks to the best of your ability. Demonstrate diligence and sustained effort in all tasks and coursework.

## 3. **Hand in tasks on time**

It is your responsibility to be present for, or hand in, assessment tasks on time on the day it is due, to the teacher personally.

## 4. **Attend school the day before a task is due**

You must be present at school the day before a task is due. School excursions or representing the school are considered to be attendance.

If you are absent the day before a task is due, you must bring evidence, such as a doctor's certificate, to explain that absence.

## 5. **Attend classes the periods before an in class assessment**

You must attend all scheduled classes in a day prior to an in class assessment. If you arrive late to school and miss scheduled periods, you may be required to submit evidence explaining your absence.

## 6. **Assessment Schedule**

Make sure that you have a copy of the assessment schedule for each subject that you are studying. It is your responsibility to check dates and organise your time to complete your assessment tasks.

## 7. **Clashes**

If you notice that there is a clash, such as several tasks due on the one day or a compulsory excursion, please inform your teacher. If you feel the situation has not been resolved satisfactorily, please inform the Head Teacher or Deputy Principal.

## 8. **If you are going to be absent**

Ensure that, if you are absent, that you report to the Head Teacher on the **first** day of return with **independent written** evidence eg. a medical certificate.

If you know you will be absent for a task you must notify the class teacher and/or Head Teacher at least **five days** in advance eg. sporting representation.

## 9. **Illness/Misadventure**

Follow the policy set out in this book regarding Illness and Misadventure.

## 10. **Appeals**

Ensure that you see your teacher if you have concerns about your mark or rank within **three school** days of return of the marked task.

# DO I UNDERSTAND THE ASSESSMENT POLICY?

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1. In order to qualify for any subject at Preliminary level I must:

Apply myself with \_\_\_\_\_ and \_\_\_\_\_  
\_\_\_\_\_

2. What information must I be given about an assessment task?

3. How long before an assessment task MUST I receive the above information?

4. Who do I give my assessment tasks to?

5. What do I do if I know I am going to be absent for an in class assessment task?

6. What do I do if I am sick and can't finish an assessment task in time?

7. What do I do if I don't agree with the mark I am given?

8. In what circumstances should I lodge an Illness/Misadventure form?

9. What do I do if I have an unreasonable load of assessment tasks in a week?

10. If my computer fails and I lose an assessment task, can I put in an illness/misadventure?

11. What happens if I don't complete a task on time and I have no legitimate excuse?

12. Who is the first person I should go to if I am experiencing any difficulty?

## MY ASSESSMENT TASK SCHEDULE

| TERM 1 |      |     |      | TERM 3 |                          |     |      |
|--------|------|-----|------|--------|--------------------------|-----|------|
| Week   | Task | Due | Done | Week   | Task                     | Due | Done |
| 1      |      |     |      | 1      |                          |     |      |
| 2      |      |     |      | 2      |                          |     |      |
| 3      |      |     |      | 3      |                          |     |      |
| 4      |      |     |      | 4      |                          |     |      |
| 5      |      |     |      | 5      |                          |     |      |
| 6      |      |     |      | 6      |                          |     |      |
| 7      |      |     |      | 7      |                          |     |      |
| 8      |      |     |      | 8      |                          |     |      |
| 9      |      |     |      | 9      | <b>PRELIMINARY EXAMS</b> |     |      |
| 10     |      |     |      | 10     | <b>PRELIMINARY EXAMS</b> |     |      |
| TERM 2 |      |     |      |        |                          |     |      |
| Week   | Task | Due | Done |        |                          |     |      |
| 1      |      |     |      |        |                          |     |      |
| 2      |      |     |      |        |                          |     |      |
| 3      |      |     |      |        |                          |     |      |
| 4      |      |     |      |        |                          |     |      |
| 5      |      |     |      |        |                          |     |      |
| 6      |      |     |      |        |                          |     |      |
| 7      |      |     |      |        |                          |     |      |
| 8      |      |     |      |        |                          |     |      |
| 9      |      |     |      |        |                          |     |      |

## APPLICATION FOR EXTENSION OF TIME

I, \_\_\_\_\_ formally request an extension of time for task number \_\_\_\_\_ in the subject \_\_\_\_\_

Nature of task: \_\_\_\_\_  
\_\_\_\_\_

Due on: \_\_\_\_\_

Reason: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Student's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Parent/Carer's Signature: \_\_\_\_\_

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***Teacher and Head Teacher to complete:***

Approval for an extension has been granted: YES  NO

Reason: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

New Due Date (if applicable): \_\_\_\_\_

Teacher's Name: \_\_\_\_\_ Signature: \_\_\_\_\_ Head

Teacher's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Student's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

*Please hand this form to your teacher or the head teacher of this subject.*



# GUIDANCE AND COUNSELLING

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## WITHIN THE SCHOOL

### **Classroom Teacher**

- Is the first person you should contact if you are having any difficulties

### **Year Adviser**

- Helps with whole school issues such as balancing home/school life, time management, assessment procedures
- Can be your support person

### **Head Teachers**

- Are responsible for faculty assessment, its organisation and implementation
- Support the classroom teacher with illness/misadventure, appeals, assessment procedures, etc

### **Librarian**

- Can help with referencing, finding resources and websites for assessment tasks, and time management strategies

### **Careers Adviser**

- Liaises with the Board of Studies
- Checks eligibility for HSC and ATAR
- Enters final grades for Preliminary

### **Counsellor**

- Can help if you feel overloaded, stressed or if pressures from home or work are affecting your school work

### **Deputy Principal**

- Submits appeal forms
- Issues Illness/Misadventure Form
- Contacts Board of Studies regarding specific issues

### **Principal**

- Is the final arbiter on any matters of dispute

## OUTSIDE THE SCHOOL

### **Board of Studies Website** [www.boardofstudies.nsw.edu.au](http://www.boardofstudies.nsw.edu.au):

- HSC Syllabuses
- Past HSC Papers and Solutions
- Online Multiple Choice Practice
- Rules and Procedures for the HSC

### **Board of Studies Liaison Officer:**

Ph: 02 66593274

# 2019-2020 年 10 月 10 日

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