

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

## Ballina High School



# YEAR 9

# 2016

## Stage 5

# 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 our records.

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

**FILE IN A SAFE PLACE**



# Assessment Stage 5

## CONTENTS

### 1. The Award of the Record of School Achievement

- 1.1 Requirements
- 1.2 Eligibility
- 1.3 Mandatory Curriculum Requirements

### 2. Satisfactory Completion of a Course

- 2.1 Attendance
- 2.2 'N' Determinations
- 2.3 Warnings
- 2.4 Principal's Determination

### 3. Responsibilities of Stage 5 Students

### 4. School Based Assessment – Allocation of Grades

- 4.1 General Performance Band Descriptors

### 5. Stage 5 Assessment Policy

### 6. Students Who Submit Tasks Late

### 7. Feedback

### 8. Forms

- 1. Assessment Template
- 2. Illness or Misadventure Application

### 9. Assessment Schedules and Performance Descriptors

Australian Geography  
Australian History  
Drama  
English  
Food Technology  
Industrial Technology – Timber & Metal  
Information and Software Technology  
Mathematics  
Marine Studies  
Music  
Personal Development, Health and Physical Education  
Physical Activity and Sport Studies  
Photographic and Digital Media  
Science  
Visual Arts

## 1. THE AWARD OF THE RECORD OF SCHOOL ACHIEVEMENT – (RoSA)

### 1.1 REQUIREMENTS

To qualify for the award of a Record of School Achievement, a student must have:

- attended a government school, an accredited non-government school or a recognised school outside NSW;
- undertaken and completed courses of study that satisfy the Board's curriculum and assessment requirements for the Record of School Achievement;
- complied with any other regulations or requirements (such as attendance) imposed by the Minister or the Board; and
- completed Year 10.

### 1.2 ELIGIBILITY

A student who is given an 'N' determination in a mandatory course will not be eligible for a Record of School Achievement. Transcripts of study will list the mandatory course(s) in which an 'N' determination has been awarded and grades in any Stage 5 courses that have been satisfactorily completed. The document will carry the statement Not Eligible for the Record of School Achievement.

A student who is given an 'N' determination in an additional course in Stage 5 retains eligibility for the Record of School Achievement provided that all mandatory requirements are met.

#### Note 1:

Courses based on Life Skills outcomes and content satisfy the mandatory curriculum requirements for award of the RoSA.

- If you are undertaking one or more courses based on Life Skills outcomes and content you will be eligible to receive a Profile of Student Achievement which will outline the Life Skills outcomes you achieve in each course.
- From 2012, the Profile of Student Achievement will be printed and issued by the Board of Studies to students at the same time as their RoSA (or if ineligible for the RoSA, with the Transcript of Study). Students can also access a record of outcomes achieved via Students Online.

- If you want to access your Profile of Student Achievement before leaving school you will be able to download an electronic record of it from Students Online. To access Students Online you will need a PIN number and school email address.
- Life Skills outcomes will be shown on the profile as:
  - o Achieved – for outcomes that have been achieved independently
  - o Achieved with support – for outcomes that have been achieved with additional support.

**Note 2:**

Where a principal determines that a student is in danger of not satisfactorily completing any course over Years 7–10 that is part of the mandatory curriculum requirements, the student must be given warning of the consequences in sufficient time for the student to meet the mandatory course requirements to retain Record of School Achievement eligibility.

A student who is given an ‘N’ determination in a mandatory course will not be eligible for a Record of School Achievement. Transcripts of study will list the mandatory course(s) in which an ‘N’ determination has been awarded and grades in any Stage 5 courses that have been satisfactorily completed. The document will carry the statement Not Eligible for the Record of School Achievement.

A student who is given an ‘N’ determination in an additional course in Stage 5 retains eligibility for the Record of School Achievement provided that all mandatory requirements are met.

**1.3 MANDATORY CURRICULUM REQUIREMENTS FOR THE AWARD OF RoSA**

<b>English</b>	500 hours by the end of Year 10
<b>Mathematics</b>	500 hours by the end of Year 10
<b>Science</b>	500 hours by the end of Year 10
<b>Human Society and Its Environment</b>	400 hours by the end of Year 10. Must include 100 hours each of History and Geography in Stage 4 and 100 hours each of Australian History and Australian Geography in Stage 5.

<b>Languages Other than English</b>	100 hours to be completed in one language over one continuous 12-month period between Years 7–10 but preferably in Years 7–8.
<b>Technological and Applied Studies</b>	200 hours by the end of Year 10
<b>Creative Arts</b>	200 by the end of Year 10 100 in Music 100 in Visual Arts
<b>Personal Development, Health and Physical Education</b>	300 hours by the end of Year 10

Students also are awarded a grade for each of the courses they have studied in Years 9 and 10. The grades are based on a set of Course Performance Descriptors developed by the Board of Studies. They indicate a student's full range of achievements in each course, providing a detailed report of the student's overall performance.

**ELECTIVE SUBJECTS:**

At Ballina High School students must study 2 electives each year. One elective must be studied for 200 hours (Year 9 & Year 10). Students may wish to change their second elective in Year 10. Electives available at Ballina High school are:

- Drama
- Food Technology
- Industrial Technology – Metal
- Industrial Technology – Timber
- Information & Software Technology
- Marine Studies
- Music
- Photography & Digital Media
- Physical Activity & Sports Studies
- Visual Arts

Students, who study 100hr courses during either Year 9 or Year 10, will have the grades attained on their School Certificate Record of Achievement.

Where a student transfers during Stage 5 from overseas or interstate, with the exception of a student transferring from a recognised school outside NSW, the principal may deem that the mandatory requirements in all key learning areas have been met.

## 2. SATISFACTORY COMPLETION OF A COURSE

### Course Completion Criteria

A student will be considered to have satisfactorily completed a course if, in the Principal's view, there is sufficient evidence that the student has:

- a) **followed** the course developed or endorsed by the Board; and
- b) **applied** themselves with diligence and sustained effort to the set tasks and experiences provided in the course by the school; and
- c) **achieved** some or all of the course outcomes

### 2.1 ATTENDANCE

In addition to meeting the satisfactory effort and achievement in the courses, a student must have a satisfactory record of attendance.

Where a student's attendance pattern may jeopardise the satisfactory completion of a mandatory and/or Stage 5 course, the reason for absence and its likely effect on the student's course progress should be established.

As a guide, if a student's attendance falls below 85% of the school's programmed lesson time for a course, the Principal may determine that as a result of the absence, the above course completion criteria may not be met.

### 2.2 N' DETERMINATIONS

**Principal's delegation – authority to determine satisfactory completion of a course for the Record of School Achievement.**

The Board has delegated to principals the authority to determine whether candidates for the award of the Record of School Achievement have satisfactorily completed the mandatory curriculum requirements for the award of the Record of School Achievement.

## 2.3 WARNINGS

If at any time it appears that a student is at risk of receiving an 'N' determination (non-completion of course requirements) in any course, **the principal must:**

- advise the student of the tasks or actions to be undertaken in time for the problem to be corrected and alert the student to the possible consequences of an 'N' determination;
- advise the parent or guardian in writing (if the student is under the age of 18);
- request from the student/parent/guardian a written acknowledgement of the warning;
- issue at least one follow-up warning letter if the first letter is not effective; and
- retain copies of all relevant documents.

## 2.4 PRINCIPAL'S DETERMINATION

This is the decision made by the principal at the end of the course, under delegated authority from the Board, that a student has not satisfactorily completed a course.

Students who have not complied with the course completion criteria and who have received at least two written warnings can be regarded as not having satisfactorily completed the course at the time of finalising grades. The principal may then apply the 'N' determination. Where the 'N' determination is applied in a Stage 5 mandatory curriculum requirement and/or a mandatory course, it will be reported on transcripts of study as 'Not Completed'.

Additional studies (electives) will not be listed on a student's Record of School Achievement if an 'N' determination has been made.

## 3. RESPONSIBILITIES OF STAGE 5 STUDENTS

- Attending school regularly
- Completing each assessment task to the best of their ability
- Ensuring that any questions they have about marks/grades/comments awarded for an individual piece of work are

resolved at the time the work is handed back

- Demonstrating that through effort and achievement they have met all the requirements of their course

#### 4. SCHOOL BASED ASSESSMENT - ALLOCATION OF GRADES

In English, Science, History, Geography, Personal Development, Health, and Physical Education and the elective subjects, the school based assessment is reported using grades, A, B, C, D, E based on Course Performance Descriptors issued by the Board of Studies.

In Mathematics the school based assessment is reported across the year at the end of Year 10 using the grades A10, A9, B8, B7, C6, C5, D4, D3, E2 based on Course Performance Descriptors issued by the Board of Studies.

A student who does not meet one or more of the Board of Studies requirements for satisfactory completion of a course will receive an "N" award.

The Board of Studies has developed General Performance Descriptors describing varying levels of student achievement. These descriptors are grouped into five different levels, ranging from limited to outstanding. The school will match students to the descriptors that best fits their overall achievement. The grade that corresponds with that descriptor is then awarded to the student.

The General Performance Descriptors have been used by the Syllabus Committees in each subject to develop Course Performance Descriptors. The Course Performance Descriptors are used to describe student attainment of objectives specific to each subject. Students' grades in each subject will be based on the school's assessment of their achievement in terms of the Course Performance Descriptors.

A copy of the assessment schedules for all subjects has been included in this booklet.

#### 4.1 THE GENERAL PERFORMANCE BAND DESCRIPTORS

- No predetermined percentage of students is allocated to any grade.
- The descriptors below apply to all courses, with some variations in Mathematics.
- More specific Course Performance Descriptors apply to each individual subject.

<b>Grade A Outstanding Achievement</b>
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.
<b>Grade B High Achievement</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 is able to apply this knowledge and these skills to most situations.
<b>Grade C Sound Achievement</b>
The student has a sound knowledge and understanding of the main areas of the content and has achieved an adequate level of competence in the processes and skills.
<b>Grade D Basic Achievement</b>
The student has a basic knowledge and understanding of the content and has achieved a limited level of competence in the processes and skills.
<b>Grade E Limited Achievement</b>
The student has an elementary knowledge and understanding in a few areas and has achieved limited competence in some of the processes and skills.

### Grade N Not satisfactorily completed in one or more of:

- attendance
- participation
- effort and achievement

- must be completed within two school days.
- Students who fail to complete assessment tasks will be sent a Non-completion (N) warning letter and will be expected to complete the task,

## 5. STAGE 5 ASSESSMENT POLICY

Assessment policies for all KLA's at Ballina High School have the following common principles:

- There are a number of scheduled assessment tasks but all work completed in class will contribute to the final level of achievement
- Students will be advised of the nature, relative importance and timing of each assessment task ( see individual subject schedules)
- All assessment tasks will be constructed to assess the knowledge and skills outcomes of the syllabus
- Students will be given feedback on each assessment task and the grades awarded for the task
- Students are assessed in all subjects over Years 9-10. The final RoSA award will be determined as late as possible in Year 10 and will reflect a student's level of achievement at that time
- Students who study 100hr courses during either Year 9 or Year 10 will have the grades attained recorded on their RoSA.
- All tasks must be submitted with the cover sheet on the due date.
- Students are required to complete all scheduled assessment tasks. If a student is unable to complete a task, he/she should notify the school as soon as possible and alternative arrangements will be made. An illness/misadventure form must be completed.
- For an unexpected absence on the day of an assessment task, the student's parents/caregivers must contact the school. An illness/misadventure form

## 6. STUDENTS WHO SUBMIT TASKS LATE

Students who submit tasks after the due date without a verified excuse (an illness/misadventure form completed) will be required to:

- Complete the task in a negotiated timeframe with the class teacher
- If the student misses the negotiated deadline the Head Teacher will negotiate a new time
- If the student fails to complete then phone call home and first warning letter.
- The task must still be completed and outcomes will be assessed.

## 7. FEEDBACK

Once an assessment is marked it will be returned to the student providing relevant feedback that will enable the student to further their learning through the assessment experience. Assessment tasks will be marked and returned to students within ten days of the task being completed.

Each teacher is responsible for maintaining complete, accurate and secure records of the results of each assessment task given for their class. A master copy is kept by the faculty.

*Ballina High School*  
**(Subject) Task Notification**

Year

Due Date: Term Week

Date Notified: Term Week

Weighting:

Task Title:

Task Outcomes

Task Details



**Marking Scheme**

Criteria	A	B	C	D	E

**Feedback**

What you did well:

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_

What you can work on:

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_

**BALLINA HIGH SCHOOL  
ILLNESS OR MISADVENTURE APPLICATION**

Must be submitted within 2 school days of the due date or before due date if applying for an extension

ILLNESS

MISADVENTURE

Student Name:..... Year:.....

Subject/Course:..... Task Number:.....

Task Description:.....

Date Due:..... Due Time:.....

I wish to apply for special consideration for the following reasons:.....  
.....  
.....

The following documentary evidence is attached (e.g. doctor's certificate, letter from parent or guardian).....

The school was contacted by phone  Yes  No

Date of Contact:.....

Student's Signature:.....

Parent/Guardian's Signature:.....

Date:.....

APPROVED

NOT APPROVED

Decision/Reason.....  
.....  
.....

HEAD TEACHER'S SIGNATURE:..... DATE:.....

**A copy of the completed form must be given to the student**

# Ballina High School



# ASSESSMENT SCHEDULES

## 2016 YEAR 9 ASSESSMENT SCHEDULE

Week	Term 1	Term 2	Term3	Term 4
1				
2		PE - Fitness		
3			Photography- view	Marine - PIP
4	Marine – First aid	PE – Track and field Marine – test Food- diseases	English – Gender Birthday cards Marine – Boat Timber – jewellery Box	Photography diary PE – Cricket/Volleyball
5	Math-Number Visual Art Diary Food – Safety Timber - Safety	Photography- intro	Science- investigation Math – Measurement PE – Dance	English – documentaries Music – Resume Science – communication Food - Bride
6	Science Practical Task Photography - Diary PE – Gymnastics	English creative writing Science Exam PE-Exam Math-Exam	Music Composition Photography- essay HSIE – Australians at War	Math – bookwork Photography – Project Visual Arts – Body of Work PE – Exam
7	English- novel Geo – Unique Music – performance	Visual Arts – graphics Music-written HISE – making a Nation	Music Performance Visual Arts – sculpture Marine - Boat	Science Exam Geo – Exam History – Exam Math –Exam Music – Performance
8	Food - Asian Music –Blues Marine - ebronze	Music Performance Geo – Natural Hazards Marine - dissection	Visual Art –written Food - Obesity	English Documentaries Drama - performance
9	History – Movements of people Math- Financial	Drama- performance PE – Touch/soccer Maths - Bookwork	Drama- performance	Marine – Aquaculture Timber – Pedestal table
10	English- Presentation Drama -group	English – Speech Visual Arts – Diary Timber – Foot stool	English – Script/performance Geo – Communities Math-Algebra PE – teamwork	Marine - bookwork

## English Year 9

Task	Weighting	Date
Representation of Youth – Novel	15%	Term 1
Representations of Youth - Presentation	10%	Term 1
In their Position - Creative Writing	10%	Term 2
In their Position - Spoken Presentation	15%	Term 2
Gender – Birthday Cards	10%	Term 3
Gender - Script	15%	Term 3
Documentaries - Essay	15%	Term 4
Documentaries – Film Making	10%	Term 4

## Maths Year 9

Task	Weighting	Date
Number Task	10%	Term 1
Financial Mathematics Task	10%	Term 1
Half-Yearly Examination	20%	Term 2
Class/Home Work	5%	Term 2
Measurement Task	10%	Term 3
Algebra Task	10%	Term 3
Yearly Examination	30%	Term 4
Class/Home Work	5%	Term 4

## Science Year 9

Task	Weighting	Date
Practical Task	20%	Term 1
Half Yearly Examination	15%	Term 2
Investigative Research Project	25%	Term 3
Communicating Information	20%	Term 4
Yearly Examination	20%	Term 4

## Marine Year 9

Task	Weighting	Date
First Aid and Rescue Skills Practical Assessment	10%	Term 1
eBronze Theory Module	10%	Term 1
Marine Environment Theory Test	10%	Term 2
Practical Fish Dissection	10%	Term 2
Boat Licence Theory Test	10%	Term 3
Boat Licence Practical Test	10%	Term 3
Personal Interest Project	10%	Term 4
Aquaculture report	10%	Term 4
Ongoing Class Work (Ongoing terms 1-4)	20%	Term 4

## Music Year 9

Task	Weighting	Date
Performance Blues Piece	10%	Term 1
Blues Composer	10%	Term 1
Written Response Protest Song	10%	Term 2
Performance of a protest song	10%	Term 2
Blues scale composition and notation	15%	Term 3
Jazz Piece Performance	15%	Term 3
Musicians Resume	15%	Term 4
Performance Improvisation for promotion	15%	Term 4

## Photography Year 9

Task	Weighting	Date
Diary	15%	Term 1
Introduction to Photography	20%	Term 2
Point of View	20%	Term 3
Essay	15%	Term 3
Diary	10%	Term 4
Individual Project	20%	Term 4

### Visual Art Year 9

Task	Weighting	Date
Diary	10%	Term 1
Graphics Painting	20%	Term 2
Diary	10%	Term 2
Sculpture	20%	Term 3
Written Task	20%	Term 3
Body of Work	20%	Term 4

### Drama Year 9

Task	Weighting	Date
1. Group Improvisation/Play Building/ Elements of Drama Performance , Logbook/ Research assessment	25%	Term 1 Week 10
2. Style of Theatre 1 Performance/Design and Log Book	30%	Term 2 Week 9
3. Style of Theatre Performance 2/ Log/ Reflection	25%	Term 3 Week 9
4. Scripted Drama Performance and Video	20%	Term 4 Week 8

### Geography Year 9

Task	Weighting	Date/Term
Unique Australia	25%	Term 1 Week 3
Natural Hazards	25%	Term 1 Week 3
Australian Communities	25%	Term 2 Week 4
Yearly Exam	25%	Term 2 Week 4

These dates will be determined on whether you are doing Geography in Semester 1 or Semester 2.



## History Year 9

Task	Weighting	Date/Term
Movement of Peoples	25%	Term 1 Week 3
Making a Nation	25%	Term 1 Week 3
Australians at War	25%	Term 2 Week 4
Yearly exam	25%	Term 2 Week 4

These dates will be determined on whether you are doing History in Semester 1 or Semester 2.

## PD/Health/PE - Semester One Year 9

Task	Weighting	Date
Gymnastics	22%	Term 1 Week 6
Fitness	22%	Term 2 Week 2
Track and Field	22%	Term 2 Week 4
First Aid	10%	Term 2 Week 5
Exam	24%	Term 2 Week 5

## PD/Health/PE - Semester Two Year 9

Task	Weighting	Date
Touch / Soccer	16.5%	Term 2 Week 9
Basic Ballroom Dance	16.5%	Term 3 Week 5
B'Ball/AFL/N'Ball/Touch	16.5%	Term 3 Week 10
Cricket/V'ball	16.5%	Term 4 Week 4
Exam	34%	Term 4 Week 6

### Food Technology Year 9

Task	Weighting	Date
Safety tests	10%	Term 1
Asian Cuisines	15%	Term 1
Diseases of Affluence	20%	Term 2
Obesity Allergies	30%	Term 3
Here comes the bride	25%	Term 4

### Industrial Technology Year 9

Task	Weighting	Date
Safety Tests	20%	Term 1
Foot Stool	25%	Term 2
Jewellery Box	45%	Term 3
Pedestal Table	To be assessed Term 1 next year	Term 4



