

GUNDAGAI HIGH SCHOOL

Year 11 Assessment Policy and Procedures – 2018

The purpose of assessment is to measure a student's performance and progress in relation to the stated outcomes of the course over an extended period and across a wider range of course objectives than can be assessed in a single examination. In some subjects, aspects of the course are to be assessed but not examined.

Ranking of assessment marks: Students will receive their mark and rank within two weeks of each task. Students will also receive their final rank for their Year 11 courses on their Yearly report.

Students will receive an **A - E grade** upon completion of their Year 11 courses. **Their grade will be submitted to the NSW Education Standards Authority (NESAs) and will appear on their Record of School Achievement (RoSA)** if they are eligible to receive one. The grade will appear on their Yearly report. The **Common Grade Scale for Preliminary Courses** is used to report student achievement and is applied to student performance in assessment tasks. Students who only partially complete a Year 11 course will not receive a grade.

Assessment Task Schedule

There is an assessment task schedule for each subject. The indicative timeline is provided on each schedule in this handbook. Each course schedule will be followed as published unless there are exceptional circumstances.

If it is impossible, or of disadvantage to students, to proceed with a task on the scheduled date, **two weeks' notice** of the revised date will be given. Also, if a scheduled task fails to show clear differences between students, a replacement task may be given (with due notice).

For Year 11, 2018 all assessment task schedules will reflect new mandatory requirements including:

- three tasks including minimum and maximum task weightings
- course components and weightings
- the number of optional formal written examinations
- any mandatory task types.

Marks and Ranks

- **Marked assessment tasks** will be returned to students **showing the mark and the rank.**
- **Any queries about a task mark** must be made when the task is handed back and before the mark is recorded in the teacher's assessment record. Once the correct mark has been recorded, it cannot be questioned or be the reason for an appeal. A student does not have the right to question their teacher's professional judgment with regard to the marking of the content of an assessment task.
- **Cheating** will result in a **zero** mark for the task involved. Any student proved to have given or received information on the content of an assessment task may be awarded zero marks.
- **Missed tasks:** If a task is missed (or if it has not been submitted by the due date) and the student has not provided a valid reason, a mark of zero may be awarded. A zero mark is noted as a non-attempt.
- **Request for consideration:**
 1. Students who know in advance they will be absent for a task must inform their teacher **in writing** prior to the due date, as soon as they are aware of the impending absence. This must be signed by a parent/carer.
 2. Students who miss a task due to an emergency must make every effort to phone the school before classes begin on the day of the scheduled assessment task. They must then see the relevant Head Teacher on the first day of their return, before attending class, to collect and complete an Illness/Misadventure form to apply for a late submission (see form immediately following the Assessment Policy and Procedures - 2018).
 3. **If the student's absence extends beyond the date of the assessment task**, the student must contact the school to provide verbal advice about the extended absence. Other independent evidence must be

submitted to support the additional date/s of absence. On the first day of their return, additional independent evidence to cover the additional date/s of absence must be presented to the relevant Head Teacher.

4. In all cases appropriate documentation must be provided and the matter discussed with the Head Teacher. Students who miss tasks because of illness must provide a medical certificate.

The medical certificate must be specific and include details of the onset of the condition, plus any additional dates of consultation, together with a statement about how this might be expected to affect the student's performance in the assessment task. A medical certificate only stating 'illness' will not be accepted. (Refer to NESA Assessment Certification Examination (ACE) 11003 Procedures for lodging an appeal - <https://ace.nesa.nsw.edu.au/ace-11003>). A proforma for this purpose is included following the Illness/Misadventure form on page 10 of this handbook.

• **Alternative tasks:** If the reason** for absence is accepted as valid by the Head Teacher, the teacher may:

- arrange for the student to attempt the task at a different time
- arrange for the student to attempt an alternative task. An alternative task might include similar knowledge, skills and outcomes to the missed task.
- generate an estimate for the task missed, but only in exceptional cases and with the authorisation of the Head Teacher and the Principal, at the end of the course.

Where an advantage may be gained by a late submission, the allocated mark will be determined to maintain rank within the course.

** *Attendance at a sporting or cultural event, or family holiday are not considered to be valid reasons. (Refer to NESA Assessment Certification Examination (ACE) 11004 Unacceptable grounds for appeal <https://ace.nesa.nsw.edu.au/ace-11004>).*

• **Failure to complete tasks:** If a student fails to complete assessment tasks worth more than 50% of available marks, the Principal will not certify that the course has been satisfactorily studied. In such a case the student will not be eligible to proceed to commence study of the HSC course.

• **Assessment Task Flow Chart:** Students should read the flow chart closely in order to understand the steps involved in the assessment process and 'N' Award (Non Award) determinations.

CHECK LIST OF STUDENTS' RESPONSIBILITIES

1. Acknowledge, by signature and date, that you have received and read this 2018 Year 11 Assessment Handbook.
2. Read carefully the extract from the NESA ACE website in relation to attendance and satisfactory completion of a Preliminary course (<https://ace.nesa.nsw.edu.au/ace-8023>).
3. Attend regularly, punctually and complete all assessment tasks. The assessment planner calendar and assessment task schedules are provided in advance to allow for planning ahead appropriately.
4. Keep a record of assessment marks and ranks.
5. For missed tasks, complete the *Illness/Misadventure* form, with appropriate supporting documentation, to apply for late submission. This must be presented to the Head Teacher on the first day you return after your absence or beforehand if the absence was known in advance. **If your absence extends beyond the date of the assessment task**, you must provide verbal advice to the school. On the first day you return, you must provide additional independent evidence to cover the additional date/s of absence.