

Frequently Asked Questions General Information

1. How many units do I need to study in Stage 6 in order to qualify for a Higher School Certificate (HSC)?

You must satisfactorily complete a Year 11 pattern of study comprising at least 12 units and an HSC pattern of study comprising at least 10 units. Both patterns must include:

- a) at least 6 units from Board Developed Courses;
- b) at least 2 units of a Board Developed Course in English (English Studies Content Endorsed Course satisfies the pattern of study English requirement);
- c) at least 3 courses of 2 units value or greater (either Board Developed or Board Endorsed Courses);
- d) at least 4 subjects.

To satisfy pattern of study requirements for the HSC a student may count a maximum of 6 units from courses in Science in the Preliminary pattern of study and 7 units from courses in the HSC pattern of study. This change allows for the study of Science Extension – a new one unit Year 12 course which will be examined for the first time as part of the 2019 HSC.

2. How can I demonstrate I have satisfactorily completed a Year 11 course?

The following course completion criteria refer to both Year 11 and Year 12 courses.

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.

Satisfactory completion of the Year 11 course or its equivalent is a prerequisite for entry into a Year 12 course.

The principal has the right to determine whether absences have caused a student to be in danger of not fulfilling course completion criteria. As a general rule, students may be considered 'at risk' if their attendance rate falls below 85%. As soon as a student appears to be 'at risk', the student and their parents/carers will be notified in writing. This warning will be given in sufficient time to allow the student to meet the course completion criteria. Should the criteria not be met, an 'N' determination will be awarded and the student may not progress to the related HSC course. Students may appeal against the decision of an 'N' determination.

3. Will I be permitted to change Year 11 courses/subjects or change levels within a subject?

The principal may allow students to change courses/subjects **up to a period of fifteen (15) school days after starting Year 11**. Students must satisfactorily complete the new course before commencing study of the HSC course.

4. What are the assessment requirements for Year 11 courses?

In order for the principal to certify that students have satisfactorily completed the Year 11 course in terms of application and achievement, students must follow an assessment pattern which reflects new mandatory requirements including:

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

5. How many reports on student progress are there?

There are three reports on student progress during the Year 11 course.

1. A profile report focusing on attitude and application will be completed at the end of week six in term one of the Year 11 course;
2. a Mid Course report; and
3. an End of Course report.

Frequently Asked Questions Assessments

1. What tasks are assessment tasks?

Not all work marked by your teachers is used for formal Year 11 Course Assessment. Other work is given to you to develop your knowledge and skills, and to prepare you for tasks that are assessable and to assess your learning.

If a task is assessable you will be:

- i) provided with an assessment task notification in writing. This will contain information about the nature of the task and will indicate what percentage of the total assessment it will be worth.
- ii) given at least 2 weeks prior notice of the due date.

2. What happens if I know I am going to be absent to complete an assessment task?

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.

3. What happens if I am absent when an assessment task is set?

Part of the reason for this handbook is to help you organise and take responsibility for your own progress. If you are absent from school, it is your responsibility to find out what work you have missed and whether the exact timing of tasks has been set.

If your absence is through extended sickness, injury or an emergency, it is then up to you to follow the Illness/ Misadventure procedure in order to have alternative arrangements considered.

Students 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

4. What happens if I do not submit an assessment task?

Assessment tasks assess the knowledge and skills of a student against syllabus outcomes. It is the student's actual performance not potential performance. It is the students' performance in these tasks that culminates in the student's assessment mark and rank.

Your teacher will automatically send a *Course Warning Letter* when a task is not handed in by the due date.

If you are absent from an examination, test, or when an assessment task is due you **must**:

- i) collect an Illness/Misadventure form from the Principal/Deputy Principal/Head Teacher for each task missed,
- ii) complete the form with relevant details and attach a medical certificate for illness,
- iii) hand the completed form to the Head Teacher of the subject area of the task missed.

The Head Teacher will consult with the teacher and a decision will be made.

There is an appeals process that is considered by the Principal which is outlined on the form.

If it is due to illness, supported by a medical certificate, or endorsed leave:

- a) The teacher may give you an extension of time
- b) The teacher may set a substitute task
- c) In exceptional cases the Principal may authorise the use of an estimate based on other appropriate evidence.

If there is no valid reason you will score zero.

5. What happens if I submit an assessment task late?

Students who submit an assessment task late will get zero.

Your teacher will automatically send a *Course Warning Letter* when you do not hand in a task by the due date.

Assessment tasks not submitted by the due date will be marked for the students in order to determine the students achieved knowledge and skills.

6. How will my principal warn me if I am at risk of not completing course and internal assessment requirements?

If it appears that a student is at risk of not meeting the course and internal assessment requirements in a subject, a warning must be given.

The principal must:

- a) advise the student in writing, in time for the problem to be corrected, specifying details of action required by the student and alerting the student to the possible consequences of an 'N' determination;
- b) advise parents/carers in writing if the student is under 18;
- c) request from the student and/or parents/carers a written acknowledgement of the warning;
- d) issue at least one follow-up warning letter (if the student is still at risk of not meeting requirements);
- e) retain a copy of the warning notice and other relevant documentation.

7. What is malpractice and what are the consequences?

The following are considered as malpractice:

- a) cheating during an assessment task
- b) copying from another student and claiming that work as your own
- c) allowing other students to copy your work
- d) plagiarism of material with no due acknowledgment.

In any of these cases you will receive a score of zero for that task and it will be noted as a non-attempt.