



**Together, we grow**

*Act justly, love tenderly and walk humbly with your God*

**STAGE 5**

**ASSESSMENT**

**HANDBOOK**

**2023**

**Years 9 & 10**

# **Bethany College**

## **Student Guidelines for Stage 5 Assessment Years 9 and 10**

**2023**

### **Preface**

The information in this book is designed to explain the Bethany College Assessment Policy and procedures to Stage 5 students and their parents.

The policy and procedures have been designed in keeping with the directives from the New South Wales Education Standards Authority (NESA) and seek to ensure that all students can perform their assessment tasks in a fair and just manner with minimum stress.

It is essential that students and parents are thoroughly familiar with the guidelines in this book, and that each student plans and prepares for assessment tasks well in advance.

**Robyn Rodwell**  
Principal

**Dorian Kipriotis**  
Leader of Curriculum

## **CONTENTS**

<b>SUMMARY OF KEY POINTS</b>	<b>3</b>
1. Record of School Achievement (RoSA)	4
2. Assessment Tasks	4
3. Satisfactory and Non-Satisfactory Completion of Courses	5
4. N Warnings	5
5. Appealing Assessment Marks	5
6. Invalid or Unreliable Tasks	6
7. Assessment Regulation	6
8. Marking and Reporting	8
9. Warnings	9
10. Academic Malpractice	9
11. Non Serious Attempt	9
12. Your Responsibilities	10
13. List of Teaching and Learning Coordinators	11
Stage 5 Assessment Appeal Form	12

## SUMMARY OF KEY POINTS IN THIS POLICY

- You have the responsibility to make sure that the work you present is all your own work and not copied from someone else or the internet, completed by a tutor or in collaboration with others.
- You cannot claim technical problems for late submission of your work or if your work is lost. So back up your work constantly.
- Assessment tasks come in different forms, make sure from the task advice sheet that you know;
  - what is the form final submission should take
  - when is the due date
  - when is the time that the task is considered to be late
- Late submission of work leads to penalties;
  - 30% of the total mark for ONE day late
  - 60% for TWO days late
  - 100% for THREE days late
- Be organised, know when tasks are due and balance it with the other commitments you have, start early and work consistently.
- If you are sick you need a doctors certificate or other independent evidence, you cannot have your parents write a note to cover absence from an assessment task unless it is a case of bereavement, in which case, a funeral notice or death certificate will need to be provided.
- Students who miss a task due to illness must submit an Assessment Appeal Form and independent evidence to Mr Kipriotis, Leader of Curriculum, upon return to school.
- For the purposes of this booklet all Stage 5 Courses include electives studied in Year 9 as well as History in Year 9. Grades in these two subjects will carry through to your RoSA.

## 1. RECORD OF SCHOOL ACHIEVEMENT

The Record of School Achievement (RoSA) is the credential which may be provided to students completing Year 10. It will provide details of all courses satisfactorily completed by the student. It will only be issued by NESA should a student leave the education system in the time after they complete Year 10 and prior to completing the Higher School Certificate (HSC) exams. Compulsory education extends in NSW schools until 17 years of age. Unless proof of work or another educational setting is provided, it is rare for students to receive a RoSA as the vast majority of students stay through to the completion of the HSC. Nonetheless, schools are required to submit to NSW Education Standards Authority, A to E grading at the completion of Year 10 across all courses for all students and NESA will keep these on file. The RoSA includes all mandatory completion of hours in Stage 4 and in Bethany's case, 100 hour electives completed in Year 9 or Year 10 and History studied in Year 9.

The RoSA will also note any extracurricular activities that students complete eg. music qualifications, first aid certificates, significant community and sports representation as well as other matters, such that a more complete picture of student performance can be presented in the RoSA. The College therefore is storing all of this data, should a student leave and request from NESA a Record of School Achievement. Students are required to satisfactorily complete courses otherwise they may be unable to continue to Stage 6 of their education.

## 2. ASSESSMENT TASKS

You are required to complete a number of assessment tasks for the courses completed in Years 9 and 10. There will be a continued focus on a formative and summative model.

- Students in Years 9 and 10 will complete up to 4 summative tasks per subject across the academic year, this will generally be TWO per semester, as well as a number of formative tasks to inform their grade.
- Students will be graded A to E on semester reports according to Performance Band Description for each course.
- Students must complete your assessment tasks both formative and summative.
- It should be noted that assessment tasks provide a measure of your **actual** achievement not your potential achievement and that the tasks are mapped to the course outcomes.
- The timing of tasks are set out clearly in assessment grids for each course studied in Stage 5.
- For Year 10, these formal assessment tasks will primarily be used to inform an A to E grade to NESA and for school reports, though formative tasks, classwork and homework may also be used. Year 9 and Year 10, 100 hour electives and History in Year 9 are included in grades to NESA.
- Satisfactory completion of assessments in Year 10 is required for entry into the Preliminary HSC course undertaken during Year 11.

### 3. SATISFACTORY AND NON-SATISFACTORY COMPLETION OF COURSES

A student must prove by effort and achievement that she has completed a course. Merely attending classes regularly does not mean a student has satisfactorily completed a course. It is anticipated that students will complete all assessment tasks in each of their courses, as well as other assigned tasks, e.g. classwork, homework etc.

### 4. N WARNINGS

Should a student fail to meet course requirements an "N" indicator will be given for that course. The "N" indicator is shown for those courses **NOT** satisfactorily completed. This will then appear on the Record of School Achievement (RoSA) - the subject is not simply deleted. Receiving an "N" may also lead to the student not moving into the next year of schooling.

Students and parents will be warned if it appears that a student is at risk of receiving an "N" in any course. This would be in a formal letter issued as a warning to the student. The letter will state a series of actions which must be undertaken and completed. If this occurs the N warning is rescinded. If a student ignores the warning a second warning is issued. A Principal has the power to award an "N" for a Stage 5 course after only 2 formal warnings. There is an appeal process that can be accessed if you receive an "N" award in a subject. To access this process you would need to speak with the Leader of Curriculum.

### 5. APPEALING ASSESSMENT MARKS

Students who wish to appeal the result or seek further feedback on the marking of an assessment task should adhere to the following.

- First approach the teacher who marked the task and in an appropriate manner make known the concerns.
- Should you wish to appeal the outcome, consult the Teaching and Learning Coordinator responsible for that course. The Coordinator will make a judgement on the appeal in consultation with the Leader of Curriculum.
- Students who wish to appeal their mark or grade, may raise the matter with the Leader of Curriculum who will refer the appeal to the Academic Review Committee. Appeals on individual tasks must be made at the time the task is returned and do not form any part of any appeal to NESA. NESA will not hear appeals relating to the mark / grade awarded on an assessment task.
- The College Academic Review Committee will generally hear matters relating to determination of academic malpractice and appeals of marks/ grades/ ranks that have not been resolved at faculty level.

The decision of any appeal to the Academic Review Committee will be communicated to students and parents in a formal letter.

## 6. INVALID OR UNRELIABLE TASKS

If a task is deemed invalid by the Leader of Curriculum / Principal, students may be required to reattempt the task. The original assessment tasks completed by students are retained. The marks generated by the new task however, are the marks that will be recorded in the markbook.

## 7. ASSESSMENT REGULATION

### In School Assessment

Students absent for an in school assessment task must follow the steps outlined below.

Parents are to ring the school on the morning of the task and ask to speak to the Leader of Curriculum. If they are unavailable, ask to speak to your daughter's Year Coordinator. You must mention:

- i) **your daughter's name**
- ii) **that they are missing a task and reason**
- iii) **the subject in which the task is being missed**

On the first day you return to school you must report with your Assessment Appeal Form completed and doctor's certificate or other independent documentation to the Leader of Curriculum, Mr Kipriotis.

This form is attached to this handbook, will be emailed to students and made available on Compass and the College website under the Learning - Curriculum tab.

**A letter from your parents is not acceptable for assessment variations in either Year 9 or 10.**

The information on the Assessment Appeal Form will be recorded on Compass. A determination as to what action will be taken regarding the matter will be made. This may be a completion of the same or an alternative task, an estimate or a penalty. Penalties are applied for late submission, misadventure and academic malpractice.

### **Students who submit a late task will incur the following penalties.**

- **30% of the total mark for ONE day late.**
- **60% of the total mark for TWO days late.**
- **100% of the total mark for THREE days late.**

Technical problems around computing and printing are not acceptable reasons for late or non submission of assessment tasks.

If you miss an exam/test the examination is to be completed generally on the FIRST day of return to school. This will be negotiated between the student, the Leader of Curriculum, the Teaching and Learning Coordinator and the Year Coordinator. It is your responsibility to ensure that you attend the College at this new time to complete your exam.

### **Hand in Assessment Tasks**

For those Tasks requiring work to be completed by a set date the following rules will apply:

- The task must normally be handed to the class teacher during the lesson on the due date. Unless otherwise specified, you should look at the Assessment Notification to see when and how the assessment task should be submitted.
- Students must not be absent from any classes on the due date of the Assessment Task nor the day before tasks are due to complete tasks.
- The failure of computers, printers, etc **does not constitute a valid reason** for the non-submission of a task on the due date. It is strongly suggested that students **regularly 'back-up'** their work during the course of the task.
- Records of student attendance are noted for those few days prior to a task being submitted. Students may be penalised if it is found that they have been absent themselves from school without valid reasons in order to complete assessment tasks.
- Students who submit any hand in assessment task late will incur the penalties listed on the previous page under the section 'Assessment Regulation'.

If you are asked to submit an audio or video file, you are required to do the following:

- Check with your teacher about what is the preferred file format for submission such as "avi" and "mp4".
- You should check with your teacher that the file can be opened and plays with both image and sound, then ensure that your work is completed in this format.
- Students are aware of where and how the assessment should be submitted. Your teacher in the task advice sheet will specify the dates when this process is to be completed and the location where the work should be uploaded to.
- Possible submission access points that can be used include; Google Drive or Turnitin.



## **Illness and Misadventure during an Assessment Task**

Students who become ill during an assessment task such as a practical or exam you should notify the teacher or supervisor of the task that you cannot continue. If there is still some time to the completion of the task you may be excused and the relevant Teaching and Learning Coordinator and Leader of Curriculum will discuss whether an alternative task is given or an estimate is generated. If students fully complete the task, but believe that they were hampered by illness or misadventure, then they can appeal the mark. Students start this process with the Leader of Curriculum and the matter may be referred to the College Academic Review Committee for a decision on the appeal. If your appeal is upheld then an estimate may be used instead of your original mark which utilises other marks and grades you have achieved in the course.

## **Travel and Extensions**

Extensions will only be granted in cases where students have been absent for long periods of time. Requests need to be made in person well before the due date of the task to the Leader of Curriculum. Students should consider that extensions are the exception and only given in extreme cases.

It is important that students are in classes as much as possible, so any periods of travel should where possible be limited to the 10 weeks of holiday time indicated by the sanctioned school year. All leave applications must be placed with the College Principal at an appropriate time before travelling. Normally, students should give at least two terms notice of their leave. Students who are granted permission to travel when assessment tasks are due are required to either;

- Complete and submit the task before travelling, or
- Apply to the Leader of Curriculum for an official extension on a task

It is the student's responsibility to submit their tasks early or seek an extension. The class teachers, Coordinators or Leader of Curriculum will not be chasing up any missing tasks or paperwork.

If travel arrangements need to be organized quickly due to family matters, then at the College's discretion an estimate may be awarded.

## **Change of Assessment Dates**

Students will be given adequate and reasonable notice of a change in assessment dates. This would normally be in writing and the students would be notified of the change a minimum of 2 weeks prior to the submission of the task.

## **8. MARKING AND REPORTING**

All students will receive meaningful feedback on their performance in all assessment tasks. Generally you should expect that tasks are corrected and returned within two weeks of submission. Marks and grades for all assessment tasks are stored in Compass for inclusion in reports. Remember teachers will assess your actual performance not your potential performance. Formal reports are issued twice yearly, mid year and at the end of the Course. Year 9 and 10 students will receive an A to E grade on their report.

## 9. WARNINGS

If a student receives a penalty for any assessment task a letter informing parents of the result will be sent home by the Leader of Curriculum or the Teaching and Learning Coordinator. **There are penalties for any late submission of a task, cheating, plagiarism or other forms of academic malpractice.**

## 10. ACADEMIC MALPRACTICE

The College has a zero tolerance of academic malpractice.

Penalties for academic malpractice can be up to 100% of a student's total mark. Student grades may be affected when outcomes of a task and course have not been met. The penalty that is given is based on the nature of the malpractice and the amount of malpractice that occurs. Students should be aware of how to reference in text and acknowledge the words and ideas of others in the correct manner or penalties will be applied. Research based tasks will generally be submitted through Turnitin or Google Classroom. Students should consult with their teacher or the College Librarian should they require assistance with referencing. In particular, students should know how to generate a similarity report and know its shading is indicating that this material has been submitted by other students or from websites and therefore that it is not their work or ideas and is therefore plagiarism.

Students should refrain from using applications such as Chat GPT and Qulbot which produce work that is not a student's original thought. Evidence of this will be deemed as malpractice and result in a zero being awarded to the task.

Any students, who share their work with another student or who are deemed to have copied from another student will be awarded a **ZERO**. Students are cautioned about sharing their work with other students. When this is found to have occurred both parties will receive a ZERO mark. If it is found that a tutor or another party has completed the task then a ZERO will be awarded. In such cases the student who copied would still be required to submit a response which is their own work.

Whilst the College Learning Principles support collaboration, students should be cautious when using collaboration on individual assessment tasks. All submitted work must be a student's own and not the work of a group of people. Students should particularly look at a similarity report in Turnitin to make sure that they are using their own words, not those of a group that have collaborated together. It should be noted that Turnitin will highlight sentences where only one or two words have been changed. It will also highlight any common phrases or sentences submitted by any students including Bethany students, adding to your similarity percentage.

For more information about school based assessment and advice regarding plagiarism students are referred to the HSC Online website:

<https://educationstandards.nsw.edu.au/wps/portal/nesa/11-12/hsc/rules-and-processes/rules-and-procedures-guide>

as well as the NESAs website: <http://educationstandards.nsw.edu.au/wps/portal/nesa/home> or their own *College Diary*.

## **11. NON SERIOUS ATTEMPT**

If a student does not attempt to complete core components of any assessment task or does not attempt to complete the tasks required in order to achieve the outcomes of the task, the student's work will be judged as to whether it is a serious attempt at the task. If a student's work is judged to be a non serious attempt the student will be requested to resubmit the task and in most cases the original mark will be maintained.

## **12. STUDENT RESPONSIBILITIES**

It is the student's responsibility to;

- i) Be aware of assessment tasks in all of their courses and the requirements for their performance.
- ii) Submit work which is their own.
- iii) To correctly acknowledge the works and ideas of others by utilising correct referencing methods.
- iv) Take full responsibility for submitting tasks on time.

### 13. Teaching and Learning Coordinators (T&L) and Teachers in Charge

<b>Key Learning Area</b>	<b>Course</b>	<b>Coordinator / Teacher in Charge</b>
<b>Religious Education</b>	Religion	Mrs Camporeale Mrs Jones
<b>English</b>	English	Mr Wong Ms Carruthers
<b>Mathematics</b>	Mathematics Mathematics Enrichment in the STEM World	Ms Robinson Ms Donnelly
<b>HSIE</b>	Geography History History (Elective) <i>Year 9 only</i> Commerce (Elective) International Studies (Elective) <i>Year 10 only</i>	Mr Woollam Mrs Metros
<b>Performing Arts</b>	Dance Drama Music	Mrs Moroney
<b>Visual Arts</b>	Visual Arts	Mr McLean
<b>Languages</b>	Italian Japanese	Mr Gianni
<b>PDHPE</b>	PDHPE PASS	Mrs Barrass
<b>Science</b>	Science	Mr Milic Ms Flett
<b>Technology and Applied Studies</b>	Industrial Technology - Multimedia Design and Technology Food Technology Textiles Technology	Ms Kyriacou Mrs Rogers
<b>Librarian</b>		Ms Sladen
<b>Leader of Curriculum</b>		Mr Kipriotis



# Years 9-12 Assessment Appeal Form

This form is to be submitted to Mr Kipriotis, the Leader of Curriculum by 8.40am on the first date of your return to school. Students must complete Section A **OR** B of the form. Failure to complete this procedure may result in a zero for this task. A separate Assessment Appeal Form must be submitted for each task missed.

Name:		Subject:	
Year Group:		Teacher:	
Homeroom:		Subject Coordinator:	

## Section A: Assessment Variation

Assessment Variation			
Date of missed task:		Nature of task: (select one)	<input type="checkbox"/> In class task/exam <input type="checkbox"/> Hand in submission <input type="checkbox"/> Practical task <input type="checkbox"/> Major work
Date/s of absence:			
Reason for variation:			

Assessment variations are to be supported by **independent evidence such as a doctor's certificate** or a certificate from an independent party. You cannot use a note from your parents/ guardian to cover assessment variation.

## Section B: Assessment Appeal - This part is only for students appealing an assessment mark

Assessment Appeal	
Reason for appeal:	<input type="checkbox"/> Appeal in relation to the award of a zero mark <input type="checkbox"/> Appeal in relation to the award of an "N" Determination <input type="checkbox"/> Appeal in relation to the mark received in a task <input type="checkbox"/> Appeal in relation to the final HSC Assessment Rank
Provide details of the appeal and attach evidence to support your case:	

Student signature:	
Parent signature:	
Date:	

**Section C: Outcome (completed by Mr Kipriotis)**

<b>Application outcome:</b>			
<b>Comments:</b>			
<b>Signature:</b>		<b>Date:</b>	