



Together, we grow

Act justly, love tenderly and walk humbly with your God

STAGE 6
ASSESSMENT
HANDBOOK
2023
Years 11 & 12

Bethany College

Student Guidelines for Senior Assessment Years 11 and 12

2023

Preface

The information in this book is designed to explain the Bethany College Assessment Policy and procedures to Year 11 and 12 students and their parents. It includes information about the Record of School Achievement (RoSA) as well as information regarding Preliminary HSC and HSC courses.

The policy and procedures have been designed in keeping with the directives from the New South Wales Education Standards Authority (NESAs) 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

CONTENTS

1.	Record of School Achievement (RoSA)	4
2.	Assessment Tasks	4
3.	Satisfactory and Non-Satisfactory Completion of Courses	5
4.	Appealing Assessment Marks	5
5.	Invalid or Unreliable Tasks	5
6.	Assessment Regulation	6
7.	Reporting	8
8.	Warning System	9
9.	Academic Malpractice	9
10.	Non Serious Attempt	9
11.	Your Responsibilities	10
12.	VET Competencies and Assessment	10
13.	List of Teaching and Learning Coordinators	11
	Senior Assessment Variation Form	12

SUMMARY OF KEY POINTS IN THIS POLICY

- Students are responsible for making sure that the work you present is all your own work, that is, it is not copied from someone else or the internet, completed by a tutor or completed and submitted collaboratively. Assessment unless otherwise stated is individually submitted.
- 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;
 - 50% for ONE day late
 - 100% for TWO 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 doctor's 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 death certificate or funeral notice will need to be provided.
- If you miss a task through sickness, when you return to school visit Mr Kipriotis with your completed Stage 6 Assessment Variation Form and evidence. You should access his office via Student Services first.

1. RECORD OF SCHOOL ACHIEVEMENT

The Record of School Achievement (RoSA) is the credential which may be provided to students who do not complete the HSC. It will provide details of all courses satisfactorily completed by the student in Years 10, 11 and 12. 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. Schools are required to submit to NESA, A to E grading at the completion of Year 10 and Year 11 across all courses for all students and NESA will keep these on file.

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 will sit public exams at the conclusion of Year 12. If they leave before the completion of Year 12 then a RoSA may be requested from NESA as a credential that they may take along to an employer.

2. ASSESSMENT TASKS

You are required to complete a number of assessment tasks for the courses completed in Years 11 and 12. These will vary according to the nature of the subject. Generally you will be expected to complete 3 formal assessment tasks for each course that you study in Year 11 and generally 4 tasks in Year 12.

- i) You must complete assessment tasks worth more than half a course's total marks, that is 50% of assessment if the course is to be counted towards the RoSA or HSC.
- ii) It should be noted that assessment tasks provide a measure of your **actual** achievement not your potential achievement and the tasks are mapped to the course outcomes.
- iii) These tasks are weighted according to guidelines set out by NESA in the case of Years 11 and 12.
- iv) The timing, value/weighting of tasks are set out clearly in assessment grids. The weighted value of these tasks are summed and at the end of the course students are ranked in Years 11 and 12.
- v) After each assessment task in Year 11 you will receive feedback on the task and you will be provided with information that gives a comparison as to where you stand compared to the other candidates.
- vi) When you move into Year 12, assessment will commence once again with new grids and an assessment calendar will be issued.
- vii) HSC Course Assessment begins in Term 4 and continues for Terms 1, 2 and 3 of the following year.
- viii) Satisfactory completion of Preliminary Assessment tasks is a pre-condition for entry to the HSC courses.
- ix) At the completion of the Preliminary HSC Course assessment will return to zero and recommence for the HSC year.

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.

- i) Should a student fail to meet course requirements an "N" indicator will be awarded for that course. The "N" indicator is shown for those courses **NOT** satisfactorily completed.
- ii) This will then appear on the Record of School Achievement - the subject is not simply deleted. Receiving an "N" may also lead to the student not moving into the next year of schooling and towards the HSC or having limited subject choices in Year 12.
- iii) An "N" award in a HSC course, will see that course not listed on your HSC and most likely will see you not receiving a HSC.

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 course in Years 11 and 12 after only 2 formal warnings. There is an appeals 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, Mr Kipriotis.

4. APPEALING ASSESSMENT MARKS

When you receive your assessment task back and you would like to appeal the result or seek further feedback on the marking, there is an appropriate way to do this.

- i) First approach the teacher who marked the task and in an appropriate manner make known your concerns.
- ii) If you still wish to appeal your mark/grade further then speak with 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.
- iii) If you still wish to appeal your mark or grade, the Leader of Learning may refer the matter to the College 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.
- iv) 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.
- v) The decision of any appeal to this Committee will be communicated to students and parents in a formal letter.

5. INVALID OR UNRELIABLE TASKS

If a task is deemed invalid the task may have to be resat by students. The results of assessment tasks completed by students are generally not discarded. The original assessment task completed by students are retained. The marks generated by the new task however, are the marks that will be recorded in the markbook.

6. ASSESSMENT REGULATION

6.1. In School Assessment

If a student is unable to attend an assessment task the following procedures need to be followed :

1. Parents are to ring the school on the morning of the task and ask to speak to the Leader of Curriculum, Mr Kipriotis. 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**
2. On the first day you return to school, you must report **IMMEDIATELY (this would normally be before 8.30am)** to the Leader of Curriculum with a completed Assessment Variation Form. On the form you will give a brief description of the circumstances surrounding your absence. A Doctor's Certificate or other independent evidence must be attached to this form. You may not use a note from a parent.
3. This form will be emailed to students and made available on Compass and the College website under the Curriculum tab.

A letter from your parents is not acceptable for assessment variations.

4. The information on the Assessment Variation Form will be recorded by the Leader of Curriculum and the form passed onto the Teaching and Learning Coordinator. Together they will make a determination as to what action will be taken regarding the matter. 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.

If a student submits a task late, without a valid reason, a penalty of 50% will be applied for ONE day late and 100% for TWO days late.

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

6.2 Travel

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, you would give two terms notice of leave. If you travel when assessment tasks are due, then you are required to either;

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

If you fail to complete either of these then you will score a zero for the task(s) (100% penalty).

It is the student's responsibility to submit 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 because of family matters then at the College's discretion an estimate may be awarded. Alternative tasks may be given to ensure validity.

- c) 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 absented themselves from school in order to complete assessment tasks.
- d) In the case of absences during Examination blocks all the above procedures apply with the addition of the following :

The examination is to be completed generally on the FIRST day of return to school during the examination period when you do not have a timetabled examination. This will be negotiated between the student, the Leader of Curriculum. It is your responsibility to ensure that you attend the College at this new time to complete your exam.

6.3 Hand in Assessment Tasks

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

- a) Consult the task advice sheet for any specific requirements about submission times and methods.
- b) Students who are absent on the due date for an Assessment Task and arrange for it to be brought to the school must follow the procedure set out in Section 6.1 above
- c) Students must not absent themselves from classes on the due date of the Assessment Task nor the day before tasks are due to complete tasks.
- d) Throughout 2023 the transition will occur towards online submission of tasks. Further guidance on this will be given via your daughter's teacher.
- e) 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. Any task which is late without a valid reason approved by the Leader of Learning will receive a 50% penalty for one day late and 100% for two days late. The task advice sheet will stipulate and identify at what time a task is considered to be late.

A zero result may be given for any task where the student has not followed the correct procedure.

6.4 Illness and Misadventure during an Assessment Task

If you 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 relevant Teaching and Learning Coordinator and Leader of Learning will discuss whether an alternative task is given or an estimate is generated. If you fully complete the task, but believe that your attempt at the task was hampered by your illness or misadventure then you can appeal your mark. You should upon leaving the task, obtain a doctor's certificate or other valid independent evidence that indicates your illness during the task, so that this can be considered during any appeal process. You start the appeal process with the Leader of Learning and the matter may in time be referred to the College Academic Review Committee for a decision. 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.

6.5 Video Submission

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

- i) Check with your teacher about what is the preferred file format for submission such as "avi" and "mp4"
- ii) You should make a short 20-30 second file and submit it to the teacher at least 7 days before the final submission date
- iii) 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
- iv) 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.
- v) It is recommended that you check that work is of a file size that can be uploaded to the platform required generally 48 hours before the due date.
- vi) Possible submission access points that can be used include; Google Drive, Google drive or Turnitin. For Google Drive permissions must be provided at the time of submission.

6.6 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, Mr Kipriotis. Students should consider that extensions are the exception and only given in extreme cases.

6.7 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.

7. 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. 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 11 students will receive two reports, one early Term 2 and the other late Term 4. Reporting will cover the judgement of performance on a range of course outcomes, a rank which shows the student's position compared to other members of the course for Year 11 and Year 12 and an assessment of the students motivation, class work, homework and commitment to study.

8. WARNING SYSTEM

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, Mr Kipriotis. **There are penalties for any late submission of a task, cheating, plagiarism or other forms of academic malpractice.** A sample of this form is attached at the end of this document.

9. ACADEMIC MALPRACTICE

The College has a zero tolerance of academic malpractice.

Penalties for academic malpractice can be up to 100% of your mark. This penalty 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 of others in the correct manner or penalties will be applied. Research based tasks will generally be submitted through Turnitin and if you are unsure about how to use this software then you should consult your teacher for assistance or the College Librarian. In particular, you 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 plagiarism.

The use of plagiarism is not acceptable practice and will be penalised. All resources from texts and the internet must be appropriately referenced including referencing in text.

Any students, who share their work with another student or who are deemed to have copied from another student could 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.

Whilst the College Learning Principles support collaboration, students should be cautious when using collaboration on individual assessment tasks, which should be all your own work, 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.

Any Year 12 student found guilty of academic malpractice will have their name recorded on a register of malpractice which is being kept by NESAs, this is a requirement the Authority has placed on all schools in NSW.

10. 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.

11. YOUR RESPONSIBILITIES

It is an individual student's responsibility to;

- i) Make themselves aware of assessment tasks in all her courses and the requirements for their performance
- ii) Submit work which is her own
- iii) To acknowledge when she is using the words and ideas of others according to requirements
- iv) Take full responsibility for submitting tasks on time in the required location and format.

http://www.turnitin.com/en_us/home

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

http://www.boardofstudies.nsw.edu.au/hsc_assessment_policies/

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

12. VET COMPETENCIES and ASSESSMENT

This section applies only to those students undertaking a Vocational Education (VET) course in Years 11 and 12. Assessments in the VET courses serve the purpose of providing an estimate for the HSC examinations in the relevant courses in case of illness/misadventure during the exams. Hence, although the usual assessment procedures are applied in terms of undertaking the necessary tasks, there are no *formal* notification procedures or assessment reviews.

12.1 VET Assessment Procedures

1. Students will be given a minimum of two weeks notice for competency tasks including Yearly Exams.
2. Students who are present for the task but who, after a serious attempt, are found to be not yet competent will negotiate with the teacher about another opportunity to demonstrate competency.
3. Students who are absent from the task or are not present to submit a task are required to follow the usual procedures for a missed assessment task as stated in this Assessment Handbook.
4. If a student fails to appear for one of the formal tasks and does not follow the normal assessment procedures, a letter will be sent to parents informing them that their daughter has failed to attend, or make a serious attempt or submit a task, and notifying them of the alternate time for completion of the task. Failure to make a serious attempt at this designated time will mean the student will be deemed "Not Yet Competent" for that particular competency.

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

Key Learning Area	Course	Coordinator / Teacher in Charge
Religious Education	Studies in Catholic Thought I & II Studies of Religion I Studies of Religion II	Mrs Camporeale
English	English (Advanced) English Extension 1 & 2 English (Standard) English Studies	Mr Wong
Mathematics	Mathematics Mathematics Standard 1 & 2 Mathematics Extension 1 & 2	Ms Robinson
HSIE	Ancient History Business Studies Economics Legal Studies Modern History Society and Culture History Extension Geography	Mr Woollham
Performing Arts	Dance Drama Music 1	Mrs Moroney
Visual Arts	Visual Arts	Mr McLean
Languages	Italian Continuers	Mr Gianni
PDHPE	Community and Family Studies PDHPE	Mrs Barrass
Science	Biology Chemistry Physics	Mr Milic
Technology and Applied Studies	Design and Technology Food Technology Information Processes and Technology Industrial Technology - Multimedia Textiles and Design	Ms Kyriacou
Vocational Education	Business Services Early Childhood Education and Care Entertainment Hospitality	Mrs Bartels
Librarian		Mrs Sladen
Leader of Data & Growth		Ms Rowland
Leader of Curriculum		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)

Application outcome:			
Comments:			
Signature:		Date:	