ASSESSMENT POLICY YEARS 10 – 12

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<td>Policy Number: 15/2015</td>
<td>February 2008</td>
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<td>the Senior Leadership Team</td>
<td>on 16 March 2015</td>
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<td>This policy supersedes all</td>
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<td>previous policies relating</td>
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<td>to matters contained herein.</td>
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1.0 RATIONALE

1.1 As a registered and accredited school in NSW it is essential to ensure compliance with the Board of Studies Teaching and Educational Standards, NSW requirements for the award of Record of School Achievement, Preliminary Higher School Certificate and Higher School Certificate courses as detailed in the Assessment Certification and Examination Manual, and the Registered and Accredited Individual Non-government Schools (NSW) Manual (Sections 5.1, 5.2.1, 6.1.1, 6.1.2)

1.2 All assessment tasks and procedures at Oakhill College are delivered in a consistent manner across all subject areas to ensure equity for students and transparency of the assessment process.

2.0 GUIDING PRINCIPLES

2.1 This policy is intended to ensure students understand the importance of the assessment program and the implications of not complying with assessment requirements.

2.2 A key factor in quality education is the provision of a rigorous, transparent assessment program directed by clear guidelines and consistent application of procedures.

3.0 POLICY

3.1 Commencement of Assessment

3.1.1 HSC Course

The assessment program will commence at the beginning of the HSC course, early in Term 4 Year 11 and continue until the completion of the Trial HSC in Year 12. In the case of students repeating Year 12,
an assessment will be made based on their work in the Year 12 of the ‘repeat year’ only.

3.1.2 Preliminary HSC Course

The assessment program will commence at the beginning of the school year and will conclude with end of course examinations at the end of Term 3 of that year.

3.1.3 Year 10

The assessment program will commence at the beginning of the school year and will conclude with end of course examinations/assessments towards the end of Term 4 of that year.

3.2 Assessment Notifications

3.2.1 All students are issued with an assessment booklet at the commencement of each school year. This booklet will be issued either electronically or as a hard copy. This booklet contains a copy of this policy, Board of studies Teaching and Educational Standards requirements and an assessment schedule outlining the
assessments program for each subject and including the following details for each assessment task held throughout the year.

3.2.1.1 Issue date of task
3.2.1.2 Due date of task
3.2.1.3 Outcomes assessed
3.2.1.4 Nature of task
3.2.1.5 Weighting of task (relative value)

3.2.2 Students will also be given more detailed notification of assessment tasks, in writing, at least 2 weeks prior to each task.

3.3 Absence from assessment tasks

3.3.1 It is the expectation of the College that students will be present at school for any scheduled assessment task and that any take home task or assignment will be submitted by the due date.

3.3.2 Absence from an assessment task on a specific date will mean a student shall receive “zero” for that task. Such a result will only be reviewed in light of an Illness/misadventure claim.

3.3.3 Illness / Misadventure

3.3.3.1 Misadventure is any unforeseen event which prevents a candidate from attending a scheduled task.

3.3.3.2 If a student misses an assessment task due to misadventure, they must make their application for consideration for misadventure using the following procedure:

3.3.3.2.1 The student and/or parents must inform the Director of Studies of the absence as soon as possible after it is apparent the student is unable to attend.

3.3.3.2.2 The student must complete an Illness/Misadventure application form which is available from the Director of Studies or from the Student portal. The form must be returned to the Director of Studies.

3.3.3.2.3 A detailed medical certificate or similar, relevant documentation must accompany the application form – detailing a valid reason for absence from the task.

3.3.3.2.4 A student has seven days from the date of the absence to complete and submit any
illness or misadventure application. (The weekend is counted as 2 days)

3.3.3.3 In cases where the absence is accepted as valid, The Director of Studies will make a recommendation to the Academic Head who will direct the re-sit of the original task or the preparation of a substitute task.

3.3.3.4 The date of the administration of the replacement task will be decided after considering all other relevant factors and will be at a time convenient to the College and the student.

3.3.3.5 The mark from any make-up task will be used as a guide only to determine an equivalent mark for the task. The final determination of the equivalent mark will usually occur at the end of each course, after all assessment tasks have been completed.

3.3.3.6 In exceptional circumstance where it is not feasible or reasonable to re-sit a missed task, an estimate mark may be awarded. The estimate will be determined by the Academic Head based on a student's performance in all other assessment tasks for the course. The final estimate will be determined at the end of the course, after all other tasks have been completed.

3.3.3.7 In cases where the absence is not deemed as valid the Academic Head will issue a N-determination warning letter.

3.3.4 Extension of time

3.3.4.1 Extension of time may be granted for assessment tasks if a student submits a valid Illness / Misadventure application or has Principal approved leave.

3.3.4.2 Any application for extension of time must be submitted to the Director of Studies at least four days prior to the due date for the task.

3.4 Student Expectations

3.4.1 For all assessment tasks it is the expectation of the College that the task be deemed by the Academic Head of the relevant subject to be completed to a satisfactory standard. A reduction of marks, a zero mark or non-serious attempt warning may be given if this criteria is not met and an official 'N'-award warning letter will be sent to these students.

3.4.2 All work to be included as part of the assessment profile must be the student's own individual effort, not that of others. Students may be required to sign a statement to this effect. Work which is copied, or shows signs of extensive outside assistance, may be awarded zero marks.

3.4.3 Where a student is absent on the day that an essay, project or research assignment is due to be submitted, arrangements should be made for the material to be delivered to the Academic Head on
that day. If delivery of the task is not possible, parents are to phone the Director of Studies on the due date.

3.5 Appeals

3.5.1 In a case where a student believes that an error has been made in the assessment process, or a published procedure has not been adhered to correctly, they have option to make an appeal. An appeal is made in writing to the Director of Studies outlining the details of the concern the student has and an indication of an expected outcome. The Director of Studies will convene an assessment committee normally consisting of the Director of Studies, The Assistant Principal – Curriculum and an Academic Head. This committee will examine the appeal and the corresponding evidence and make a determination based on the information presented.

3.6 Malpractice

3.6.1 Definition

Malpractice is any activity undertaken by a student that allows them to gain an unfair advantage over others. It includes, but is not limited to:

3.6.1.1 copying someone else's work in part or whole, and presenting it as their own;

3.6.1.2 using material directly from books, journals, recorded media or the internet without reference to the source;

3.6.1.3 building on the ideas of another person without reference to the source;

3.6.1.4 buying, stealing or borrowing another person's work and presenting it as their own;

3.6.1.5 submitting work to which another person such as a parent, coach or subject expert has contributed substantially;

3.6.1.6 using words, ideas, designs or the workmanship of others in practical and performance tasks without appropriate acknowledgement;

3.6.1.7 paying someone to write or prepare material;

3.6.1.8 breaching school examination rule;

3.6.1.9 using non-approved aides during an assessment task;

3.6.1.10 contriving false explanations to explain work not handed in by the due date;

3.6.1.11 assisting another student to engage in malpractice;

3.6.1.12 being in possession of notes (including electronic data storage systems) during a formal assessment task held under examination conditions;

3.6.1.13 being in possession of electronic communication devices such as mobile phones, pagers etc., even if they are
3.6.3.2 A student found cheating during an examination may lose some or all of the marks for that examination. A student who copies another's answer during an examination may lose the marks for the portion of work copied. The copier may also receive a mark of zero for the whole paper.

The student copied from may lose the marks for the question copied and may also receive a mark of zero for the whole paper.

During an examination or class test, it is the responsibility of each student to ensure that their work is kept secure so that other students cannot copy it. Completed work should be placed face down on the examination desk.

3.6.2 Examples of unfair advantage

The following situations are deemed as providing a student with an unfair advantage over other students.

3.6.2.1 Being absent the day before or on the day of a submission without good cause

3.6.2.2 Being absent the day before or the day of an in-class assessment task without good cause

3.6.2.3 Being in possession of another students work.

As a result a student will be required to submit a misadventure application with adequate evidence to validate any such absence on or before the due date of an assessment task.

3.6.3 Penalties

3.6.3.1 In instances where a student is shown to have cheated or gained any unfair advantage in an assessment task, a 'zero' mark or deduction in total marks available will be awarded for that task. The College reserves the right to investigate any reports of cheating/unfair advantage and apply this rule. The College will always seek a resolution to ensure that no student gains or has perceived to have gained and unfair advantage over other students.

3.6.3.2 A student found cheating during an examination may lose some or all of the marks for that examination. A student who copies another’s answer during an examination may lose the marks for the portion of work copied. The copier may also receive a mark of zero for the whole paper.

The student copied from may lose the marks for the question copied and may also receive a mark of zero for the whole paper.

During an examination or class test, it is the responsibility of each student to ensure that their work is kept secure so that other students cannot copy it. Completed work should be placed face down on the examination desk.
3.6.4 Penalties for Late Tasks

In cases where an Assessment Task involves a due date, a student is expected to present the task on or before that due date.

In cases of illness or misadventure, the Academic Head may grant extensions provided that the request for the extension is made at least two (2) days prior to the due date.

In those instances in which illness or misadventure are not adequately demonstrated, marks will be deducted for late presentation of Assessment Tasks and, in general, a deduction of 15% of the total mark available per day will be incurred.

A 'zero' mark shall be awarded for a task overdue by seven (7) or more days. This includes weekends which count as two days.

3.6.4.1 Late Policy Penalty Scale

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<tr>
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<th>Day 3</th>
<th>Day 4</th>
<th>Day 5</th>
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<tr>
<td>Lose 15% of total mark available</td>
<td>Lose 30%</td>
<td>Lose 45%</td>
<td>Lose 60%</td>
<td>Lose 75%</td>
<td>Lose 90%</td>
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3.7 "N" Determination

3.7.1 If a student fails to complete assessment tasks, course work or does not apply themselves with diligence and sustained effort, they are at risk of not meeting the internal assessment requirements of the course. In this case a warning letter will be sent to the parents/carers advising them of the possible consequences of a Non-Completion ("N") award and proving details of action required by the student.

3.7.2 If a situation continues with a student beyond the warning letter and the student remains at risk of not meeting requirements at least one further warning letter will be issued and an interview with the parents/carers, student and Director of Studies or Assistant Principal – Curriculum will be organised.

3.7.3 Following this procedure, if the student is still unable to meet criteria for course completion, the Principal may submit and "N" determination to the Board of Studies Teaching and Educational Standards (BOSTES) and notify the student of this determination, its consequences and their right to a school review and subsequent appeal to BOSTES.

3.7.4 If, at the conclusion of an HSC course, a student has failed to complete assessment tasks which contribute in excess of 50% of the final marks in that course, the Principal must submit an "N"
determination to BOSTES and notify the student of this
determination, its consequences and their right to a school review
and subsequent appeal to BOSTES.

3.7 **Responsibility of the Assessment Program**

3.7.1 Supervision of the College Assessment Program is the responsibility
of the Assistant Principal – Curriculum.

3.7.2 Academic Heads are responsible for the planning, organisation and
implementation of all assessment tasks within their curriculum area,
this includes the production of a written schedule of tasks with the
relative value of each which is distributed to students.

3.7.3 Academic Heads are responsible for the placement and timing of
tasks and the administration of marking, recording and collation of
assessment results.

3.7.4 Academic Heads are responsible for applying correct procedures in
regards to any assessment task missed by a student.

3.8 **Student results and feedback**

3.8.1 Feedback to students on individual tasks will include the raw mark
or grade assigned to the task during the marking phase. Students
may also receive personalised comments, self-reflection tools or
other appropriate feedback based on the marking criteria for the
task.

3.8.2 For students in the HSC year or Preliminary HSC year, student rank
on an individual task will be available to a student after each task
upon his/her request to the Academic Head.

3.8.3 For students in the HSC year or Preliminary HSC year, cumulative
ranks will be available after each assessment task and semester
reports will contain a cumulative rank up to the date of the report.

3.9 **Calculation of Final Assessment marks and Grades**

3.9.1 **Grades for ROSA, Year 10 and Preliminary HSC**

Final grade as are determined by accumulating assessment
information throughout the entire course for both Year 10 and
Preliminary HSC. A Summative judgment is made of each student's
overall level of achievement based on the Course Performance
Descriptors, students assessment marks and Teacher professional judgement.

Each Curriculum area will publish a more detailed description of the methods used to determine final grades in their subject area in their Faculty Handbook.

3.9.2 Final Assessment Marks – HSC Course

Final HSC assessment marks are based on the marks and weightings assigned to various assessment tasks and published in the Assessment Handbook which is distributed to students at the beginning of the HSC course. The final assessment mark is determined by using one of two statistical methods depending on the size of the cohort and the preferences of individual faculties. One method is to simply aggregate marks for each task marking a total out of 100. In this case each task would be marked out of a total corresponding to the published weighting. The second method is to standardise marks before combining.

Each Curriculum area will publish a more detailed description of the method used to determine final assessment marks in their subject area in their Faculty Handbook.

3.9.3 Appeal of Ranking

3.9.3.1 Following the Trial HSC examinations, a report is issued to students that list the raw marks for each assessment task and the final ranking for each subject studied. These marks will include any adjustments required for Illness/misadventure appeals that were upheld through the year. Finalised school assessment marks are not available to students.

3.9.3.2 Should a student wish to appeal for a review of his/her ranking, because his/her position differs significantly from expectations gained from feedback on performance in assessment tasks throughout the course, this appeal must be sought in the two week period following the publication of the ranks on the BOSTES student portal. This application for appeal should be made to the Director of Studies.

3.9.3.3 Reviews of final rankings will be conducted following the BOSTES guidelines as set out below:

3.9.3.3.1 An assessment review will only relate to the student’s position in Oakhill’s order of Merit and must focus on the school’s procedures for determining the final assessment mark in the Order of Merit

3.9.3.3.2 A student is not entitled to seek a review of teachers’ judgement of the worth of an
individual performance in an Assessment task.

3.9.3.3 The mark awarded will not be subject to review as part of the review process.

3.9.3.4 Appeals are anticipated as being the exception.

3.9.3.4 In the conduct of an Assessment Review, it will be necessary for the school to ascertain that:

3.9.3.4.1 the weightings specified by the school in its assessment program for the school confirm with the BOSTES requirements for that subject;

3.9.3.4.2 the procedures used by the school for determining the final assessment mark confirm with its stated assessment program. In particular, the weightings used for various assessment tasks should be consistent with those specified in the assessment program;

3.9.3.4.3 there are no computational or other clerical errors in the determination of the assessment mark and rank.

4.0 POLICY REVIEW

4.1 The Principal is to ensure that this policy is regularly monitored and revised in the light of requirements related to section 47 of the Education Act 1990
(NSW) and of the BOSTES requirements for the registration and accreditation of school the school.

4.2 The Assessment Policy Years 10 - 12 is reviewed every two years.

5.0 EXPLANATORY NOTES AND DEFINITIONS

5.1 Explanatory Notes

5.1.1 This Policy specifically addresses the requirements of the BOSTES Registered and Accredited Individual Non-government Schools (NSW) Manual - May 2014 in the following areas:

5.1.1.1 Section 3.3.1.2 Registration for Years 7 – 10 "an assessment plan indicating how students’ performance in each KLA is assessed, monitored and recorded"

5.1.1.2 Section 3.3.1.3 Registration for Years 11 and 12 "an assessment plan indicating how students’ performance in each KLA is assessed, monitored and recorded"

5.1.1.3 Section 5.1 Accreditation – Record of School Achievement "assessment policies and procedures that comply with the requirements of the ACE website and BOSTES official notices, including statements of school procedures in relation to allocation of grades in each Year 10 course"

5.1.1.4 Section 5.2.1 Accreditation – Higher School Certificate "assessment policies and procedures that comply with the requirements of the ACE website and BOSTES official notices"

6.0 SUPPORTING DOCUMENTS, PROCEDURES AND GUIDELINES


6.2 ACE Website http://ace.bos.nsw.edu.au