



## **Assessment Protocols Stage 5**

### **1. INTRODUCTION**

This booklet summarises the requirements and expectations for Year 9-10. It includes: Rules and Regulations School Policies and Procedures Plans for Assessment in all Subjects for Year 9 and 10.

### **2. YEAR 9 and 10 RULES**

The NSW Education Standards Authority (NESA) is responsible for setting all regulations for completion of Stage 5.

Students must:

- attend an accredited school or School
- complete four years of secondary education
- follow and complete an approved pattern of study
- meet all NESA requirements

### **3. SUBJECTS**

#### **3.1. COURSE REQUIREMENTS**

NESA requirements outline the following pattern of study for students in Stage 4 and 5 (Years 7-10):

- English in each of Years 7-10
- Mathematics in each of Years 7-10
- Science in each of Years 7-10
- Human Society and its Environment in each of Years 7-10, including:
  - Australian History
  - Australian Geography
- Personal Development, Health and Physical Education in each of Years 7-10
- Creative Arts including:
  - Music
  - Visual Arts
- A Language other than English for at least one year
- Technology and Applied Science, including use of computers

#### **3.2. ADDITIONAL COURSES**

Other subjects (such as RVE and electives) studied by our students are in addition to these minimum requirements and are recorded on SEQTA and their School Reports.

#### **3.3. ATTENDANCE**

Students must maintain satisfactory attendance (typically, at least 85%) to make sure that courses are completed and all course requirements are met. Attendance must continue until the last day for Year 10.

#### **3.4 COURSE COMPLETION**

For each course, 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:

- followed the course specified by NESA

- applied themselves with diligence and sustained effort to the set tasks and experiences provided in the course by the school; and
- achieved some or all of the course outcomes

The School is required to certify that students have satisfied these expectations.

### **3.5. NON-COMPLETION ('N' DETERMINATIONS)**

A student who fails to meet the requirements in any course can receive an 'N' for that course, to indicate non-completion of a course. The 'N' is recorded instead of a Grade. Prior to an 'N' being awarded the student and the parent/guardian will be given written warnings. These warnings will be early enough for the student to correct the problem and meet course requirements.

An 'N' determination can lead to a student not being eligible for the completion of Stage 5 and entering Stage 6 (Year 11).

### **3.6. ASSESSMENT PLAN**

Each student's achievement in each course will be measured through formal assessment. This assessment will determine what a student knows, understands and is able to do. There will be a variety of assessment tasks in each course.

The plans for formal assessment are provided on SEQTA as well as in the Assessment Schedule given to students at the start of Term 1. This Assessment Schedule is also available on the School's website. Students and parents should be aware of upcoming assessment tasks and ensure that appointments, sporting trips or holidays are not booked during a scheduled assessment task.

## **4. ASSESSMENT POLICY**

### **4.1 SUBMISSION OF TASKS**

4.1.1 The assessments listed on the Assessment Schedule will contribute to both the Final grades and the achievement reported in the School reports and on SEQTA.

4.1.2. Each student is expected to personally complete the assessment tasks listed as well as all the other assessments which teachers may use to determine student progress.

4.1.3 Written notification of assessment will be at least three weeks for a Major Research Assignment and for all other assessments at least two School weeks. Written notification will include notification date; description of the task; outcomes that are being assessed, what students are expected to do for the task; the due date and where the task is to be handed in.

4.1.4. Hand-in tasks that are done on computer will generally be uploaded onto SEQTA rather than a hard copy handed in to the teacher.

## **5. YEAR 10 INFORMATION**

### **5.1 CHANGE OF DATE FOR AN ASSESSMENT/EXTENSIONS/LATENESS IN SUBMITTING A TASK**

#### **Change of Date**

5.1.1. Written notification for a change of date will be given to all students in a class/course that is authorised by the Head of Teaching and Learning.

#### **Extensions**

5.1.2. Extensions of time may be granted only in exceptional circumstances. Students are not to consider that extensions of time will be granted automatically for assessment tasks.

5.1.3. Written approval must be obtained in advance (more than two days) by filling out an application for extension form.

5.1.4. Final approval for extensions will be given by the Head of Faculty in consultation with the Head of Teaching and Learning. Classroom teachers are unable to give extensions on Summative Assessment Tasks.

5.1.5. Students on 'Approved Leave' will still be required to complete all assessment tasks by the due date unless prior approval is granted for an extension for each task.

### **Missed Assessment Tasks**

5.1.6. The parents/guardians of a student who is away on the day of an in-class assessment task (including examinations) should contact the School by 9.00am to let the Head of Faculty know they will be missing the task.

5.1.7. Generally, in-class assessment tasks can only be missed for exceptional circumstances.

5.1.8. The student must speak to the Head of Faculty or the Head of Teaching and Learning immediately on their return to School. Failure to speak to the Head of Faculty or Head of Teaching and Learning can result in a zero mark being awarded for the task.

5.1.9. The Head of Teaching and Learning, in consultation with the Head of Faculty, will determine alternative arrangements and penalties for any missed assessment task.

5.1.10. Independent documentary evidence, including a medical certificate, should be supplied to the School. A note from a parent/guardian may not be sufficient reasons to explain being absent from an assessment task.

5.1.11. Being away from School for a sporting trip or holiday is not considered to be exceptional circumstances by NESA.

### **Hand- In Tasks**

5.1.12. A student who is away on the day of a hand-in task is still expected to upload their task onto SEQTA. A penalty for late submission may apply for any students who fails to upload a task electronically.

### **Unapproved late submission**

5.1.10. Unless approval has been sought and granted by the School, all students must complete all assessment tasks on the specified due date.

5.1.11. There will be a penalty for unapproved late submission. This penalty will be 20% for each day (counting one day for weekends). After 3 days the student will receive a zero mark. Failure to submit or complete work is 'non-completion' and may lead to an 'N (non-award)'.

### **Missed In-Class Assessment**

#### **This section is to be read in conjunction with 5.2 Misadventure/Illness**

5.1.13. There may be a penalty applied immediately for missing an in-class assessment, especially when a student has a history of 'task avoidance'.

5.1.14. If the student can not show that missing a task was due to 'exceptional circumstances', a penalty of 20% will be applied to their overall mark on the in-class assessment task.

5.1.15. Failing to complete the task on a second occasions will result in a zero mark being awarded for the task. The student will still have to complete the task at a later date to ensure they have satisfied course outcomes.

## **5.2. MISADVENTURE/ILLNESS**

5.2.1. If it is not possible to submit an assessment on the due day or do an in-class assessment task including an examination (as may be the case with sudden illness where there is a need to go to the doctor immediately) the School Office must be informed no later than 8.30a.m. on the set day and the Head of Teaching and Learning will determine alternative arrangements with the Faculty Co-ordinator.

5.2.2. School students can apply for Misadventure/Illness to be considered as impacting upon their performance on internal assessment tasks. Any student who wishes to apply for illness/Misadventure should go directly to Head of Teaching and Learning to begin the process. The decision by Head of Teaching and Learning will be made in consultation with the Head of Faculty and be based on the nature of the task and professional judgement based on independent documentary evidence provided by the student. Misadventure/illness is an event immediately prior to or during an assessment that is beyond the student's control and which allegedly affected the student's performance on that assessment.

5.2.3. Determination for Misadventure will be made by the Head of Teaching and Learning and will take into consideration the documentation provided by the student. If the Misadventure applications appears to disadvantage other students and appears unreasonable then the application may not be approved.

5.2.4. Even if a student applies for Misadventure, they are still encouraged to complete their assessment task by the due date.

5.2.5. If the student's application for Misadventure is approved then the following may occur:

5.2.5.i. a resubmission of the task may be allowed

5.2.5.ii. an extension may be granted

5.2.5.iii. a higher moderated mark may be awarded

5.2.5.iv. a mark from a 'like-task' may be used

Typically to ensure course outcomes are successfully completed, students will be allowed to resubmit the task.

### **5.3. MALPRACTICE/PLAGIARISM, NON-COMPLETION, ZERO MARKS FOR A TASK**

5.3.1. Academic malpractice is a serious breach of rules and can result in a zero mark being awarded.

5.3.2. The Head of Faculty will investigate Malpractice on a task who will advise the Head of Teaching and Learning. Parents will be contacted after the initial investigation.

5.3.3. A review panel consisting of the relevant Secondary Faculty Co-ordinator and the Head of Teaching and Learning will be convened to adjudicate on claims/accusations of malpractice or plagiarism. Proven dishonesty in an assessment task will result in a zero mark.

5.3.4. As per NESA guidelines during HSC marking, work that is not the students own work will not marked or read for the assessment task. A mark will be awarded on the students work only.

5.3.5. The consequence of cheating or plagiarism will be a loss of 20% to 100% of the available marks, depending on the extent of the malpractice. In the event that malpractice affects more than 50% of a submitted task, this will be considered severe malpractice and may result in a zero mark. The penalty will be determined by the Head of Teaching and Learning, and the Faculty Co-ordinator of the subject concerned.

5.3.6. If a student does not make a genuine attempt at an assessment task a zero mark will be recorded.

5.3.7 Failure to submit an assessment task on the due date because of truancy (that is unauthorised absence) will automatically result in zero marks being awarded for that task.

5.3.8. Even though zero marks may result due to lateness, students must still submit the task. Failure to submit or complete work is also grounds for an 'N' determination for that task. The School uses standard letters provided by the Education Standards Authority that inform parents about Non- Completion for a Stage 5 task.

### **5.4 COMPUTER/PRINTER FAILURE**

5.4.1. Students must submit and upload their hand-in assessment tasks onto SEQTA (or as specified by the Assessment Notification). A printed hard copy of their assessment task as well as a saved soft copy must be retained for all assessment tasks by the students.

5.4.2 Computer hardware/software or printer failure will not be accepted as an excuse for late submission. When working on assessments students are advised that it is wise to have a backup computer copy of all tasks including backing up in the cloud e.g. Google Drive as well as draft printed copies.

## **6. FINAL GRADES**

6.1.1. For each course studied the student is awarded a Grade. These Grades indicate:

A Excellent achievement

B High achievement

C Substantial achievement

D Satisfactory achievement

E Elementary achievement

6.1.2. For each course there are detailed descriptions of what the Grades indicate in that course. These are called Course Performance Descriptors determined by NESAs. In Mathematics, grades have been further differentiated to nine levels (A10, A9, B8, B7, C6, C5, D4, D3, E2)

6.1.3. In each subject the School will:

- add the weighted marks gained by each student in the listed assessment tasks
- rank the students in order of total mark
- match the student to the appropriate Course Performance Descriptor and assign the grade

6.1.4. The School will allocate to each student the Grades which reflect the level of achievement reached. These Grades will appear on the Record of School Achievement (ROSA) issued by NESAs when the student leaves school.

### **STUDENT ENTRY**

6.1.5. The School is responsible for completing a formal Stage 5 entry for each student. This is overseen by the Head of Teaching and Learning and the Head of Senior School.