



**IRFAN COLLEGE**

**RECORD of SCHOOL ACHIEVEMENT (RoSA)**

**AND**

**ASSESSMENT POLICY**

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# Record of School Achievement (RoSA)

## Rationale

The Record of School Achievement (RoSA) is a credential that shows a student's school achievement from Year 10 up to the HSC. It provides students with a profile of their achievement in relation to Course Performance Descriptors in each subject they study. Students who leave school at the end of Year 10 or before completing their HSC are awarded the Record of School Achievement from the NSW Education Standards Authority (NESA). Students who require a copy of their results before leaving school will be able to access an e-record of their results in Students Online.

Students are generally eligible for the RoSA after four years of secondary school. RoSA is a cumulative credential – that is, it grows as student's achievements are added.

## Eligibility requirements for the award of the Record of School Achievement

To qualify for the award of the Record of School Achievement (RoSA), a student must have:

- attended a government school, an accredited non-government school or a recognised school outside NSW;
- undertaken and completed courses of study that satisfy the NESA curriculum and assessment requirements for the Record of School Achievement;
- complied with any other regulations or requirements (such as attendance) imposed by the Minister for Education or NESA;
- completed Year 10;
- attended school until the final day of Year 10 as determined by Department of Education and Communities

Students will be warned by the Principal or his delegate if they are in danger of not satisfactorily completing mandatory requirements. The warning letter is given by the Principal or his delegate in enough time for students to meet the requirements.

If a student fails to meet all mandatory requirements by the end of Year 10, then the student will not be eligible for the award of a RoSA in that year.

School leavers who are not eligible for the RoSA will receive a Transcript of Study showing all grades awarded, including 'N' determinations for mandatory courses studied in Stage 5.

## Mandatory Course Requirements for Year 10 RoSA Eligibility

Students must satisfactorily complete the following courses as stated by the NSW Education Standards Authority (NESA) in order to be eligible for a RoSA.

- English Mandatory (400 hours Years 7–10)
- Mathematics Mandatory (400 hours Years 7–10)
- Science Mandatory (400 hours Years 7–10)
- Geography Mandatory (200 hours Years 7–10)
- History Mandatory (200 hours Years 7–10)
- Personal Development Health and Physical Education Mandatory (300 hours)
- Creative Arts Mandatory Visual Arts and Music (100 hours in each subject completed by the end of Year 10 but preferably Years 7 and 8)
- Languages Mandatory one language to be studied over one continuous 12 month period (100 hours between Years 7–10 but preferably in Years 7–8)

- Technology Mandatory Technology (200 hours Years 7 and 8 only) Elective Courses offered at our school Commerce, Information and Software Technology and Arabic

### **Elective Courses completed in Year 9**

Where schools program 100-hour elective courses to be completed in Year 9, the students should be entered for the course(s) in the year in which they are expected to complete the course(s). However, in some cases students may begin a 200- hour course in Year 9, but withdraw from the course at the end of Year 9, having completed 100 hours of the course. These students are entitled to have the 100-hour course credentialed.

### **Requirements for the Completion of Stage 5 Course**

A student is considered to have satisfactorily completed a course if, in the Principal’s view, there is sufficient evidence that the student has:

1. followed the course developed or endorsed by NESAs;
2. applied themselves with diligence and sustained effort to the set tasks and experiences provided in the course by the school; and
3. achieved some or all of the course outcomes.

### **Confirmation of entry**

A confirmation of Entry is submitted via Schools Online as soon as entries are completed. Each Confirmation of Entry is signed by the student and retained at the school until March of the following year.

### **Amendment to student entry**

Amendments are made via Schools Online as required. When an amendment is made, a new Confirmation of Entry must be produced, signed by the student and retained at the school.

### **The Common Grade Scale Describes Performance at Each of Five Grade Levels**

<b>A</b>	student has an extensive knowledge and understanding of the content and can readily apply this knowledge. In addition, the student has achieved a very high level of competence in the processes and skills and can apply these skills to new situations.
<b>B</b>	The student has a thorough knowledge and understanding of the content and a high level of competence in the processes and skills. In addition, the student is able to apply this knowledge and these skills to most situations.
<b>C</b>	The student has a sound knowledge and understanding of the main areas of content and has achieved an adequate level of competence in the processes and skills.
<b>D</b>	The student has a basic knowledge and understanding of the content and has achieved a limited level of competence in the processes and skills.
<b>E</b>	The student has an elementary knowledge and understanding in few areas of the content and has achieved very limited competence in some of the processes and skills.

Grades A - E will be awarded in all board-developed courses based on performance descriptors issued by the Board of Studies.

## **What are Course Performance Descriptors?**

A set of Course Performance Descriptors is an assessment and reporting tool to assist teachers across the state in making sound and consistent judgements about overall student achievement at the end of a course.

Course Performance Descriptors are a series of statements that summarise observable and measurable features of student achievement and are used by teachers to award grades to students based on descriptions of typical achievement from elementary to excellent.

Course Performance Descriptors describe the main features of typical students' performances at the end of the course. The Areas for Assessment consist of the knowledge and skills objectives from the syllabus.

***Subject-specific Course Performance Descriptors (for more information please go to <http://arc.bostes.nsw.edu.au/go/9-10/stage-5-grading/cpds/index>)***

## **Stage 5 Grading**

Schools are responsible for awarding each student a grade (A, B, C, D, or E) to summarise the students achievement in any 100 hour or 200 hour course completed in Stage 5 (Years 9 -10).

In Mathematics, grades have been further differentiated to nine levels (A10, A9, B8, B7, C6, C5, D4, D3 and E2). The grade awarded is reported on the student's Record of School Achievement.

## **Determining Stage 5 Grades**

During the course teachers collect information on the achievement of each student using a range of formal and informal tasks. To allocate a grade to a student at the end of the course, teachers make an 'on-balance professional judgement' as to which grade descriptor best describes the achievement of a students' overall performance by the end of the course.

To ensure consistency across all schools in NSW, teachers are expected to moderate their judgements of student's work by comparing work samples for their students with samples aligned to grades A to E. These are available for a selection of courses on the Assessment Resource Centre (ARC) website.

***For more information go to - <http://arc.boardofstudies.nsw.edu.au/go/sc/student-work-samples/>***

## **Confidentiality of grades**

Grades will not be disclosed to students until the date determined by the BOSTES. Principal and only his delegate have the excess to the students' grades.

## **Disability provisions**

The Disability Discrimination Act 1992 (Cth) and the Disability Standards for Education (2005) require the BOSTES to ensure that students with a disability are able to access and respond to an examination. The NESAs may approve disability provisions for the Higher School Certificate examinations if a student has a permanent or temporary disability that would, in a normal examination situation, prevent him or her from:

1. Reading the examination questions; and/or
2. Communicating his or her responses.

Principal has the authority to decide on, and to implement, disability provisions for school-based assessment tasks including examinations.

Provisions may include Braille papers, large print papers, use of a writer, use of a reader, extension of test time, rest breaks, establishment of a special test centre, small group supervision, individual supervision, permission to take medication, or other provisions as judged appropriate.

### **Attendance in relation to satisfactory completion of a Stage 5 course**

The Principal will determine an appropriate level of attendance, which will allow each student to achieve the outcomes of each course being studied. Exceptions may be made in the case of severe illness or similar situations (in consultation with the Principal). The Principal may determine that, as a result of absence, a course completion criterion has not been met. It is the responsibility of any student whose attendance is called into question to prove that they are meeting all of the requirements for their course.

## **Procedures for dealing with absences**

### **Absence through illness and/or physical injury**

In the case of prolonged or recurring illness or injury, a medical certificate will be accepted as satisfactory evidence of legitimate absence. In cases of illness or misadventure which affect handing in of tasks, it is the responsibility of the student to inform the school. A doctor's certificate is usually required even if the absence is only for one day. A substitute task may be set. School work may be undertaken while at home or in hospital. The Principal or his delegate may be satisfied that there is sufficient evidence for deeming that a student has met course requirements and achieved the outcomes of the course.

### **Absence on holidays**

It may be possible for compensatory assignments to be negotiated, completed and posted back to school by students who are absent on holidays. In this way, the Principal or his delegate may be satisfied that there is sufficient evidence for deeming that a student has met course requirements and achieved the outcomes of the course. Some students may be judged able to catch up missed work upon return, in order to meet course requirements and achieve the outcomes of the course.

### **Absences without satisfactory explanation**

Any unsatisfactorily explained absence, or series of unexplained absences, if the length or pattern is extensive, may result in a course(s) not being satisfactorily completed. Warning letters to the student/parent would be given by the Principal or his delegate and would set out the steps necessary for the student to satisfactorily complete the course(s).

### **Non – completion of Stage 5 Course – ‘N’ Determination**

Students will be provided with written warnings if their progress in a particular course is unsatisfactory. Parents/caregivers will be informed by the Principal or his delegate of what is required for the student to satisfactorily complete the course. Students who have not complied with the course completion criteria and who have received at least two warnings can be regarded as not having satisfactorily completed the course at the time of finalising the grades.

### **N' determinations – Warnings of non-completion of course requirements**

If at any time it appears that a student is at risk of receiving an 'N' determination (non-completion of course requirements) in any course, the Principal or his delegate will:

1. advise the student of the tasks or actions to be undertaken in time for the problem to be corrected and alert the student to the possible consequences of an 'N' determination;
2. advise the parent or guardian in writing (if the student is under the age of 18);
3. request from the student/parent/guardian a written acknowledgement of the warning;
4. issue at least one follow-up warning letter if the first letter is not effective; and
5. retain copies of all relevant documents. It is strongly recommended that written warnings are issued as soon as possible and regularly where required.

### **'N' determinations – eligibility for Record of School Achievement**

A student who is given an 'N' determination in a Stage 5 mandatory course will not be eligible for a Record of School Achievement. Transcripts of Study will list the mandatory course(s) in which an 'N' determination has been awarded in Stage 5.

### **Record of School Achievement – Year 10 leavers, arrivals and transfers**

The Principal or his delegate will immediately notify the NESA via Schools Online of Record of School Achievement students who have left school; or transferred to another school; or transferred from another school; or arrived from interstate or overseas.

#### **School leavers**

Students who leave school at or after the completion of Year 10 will receive either a Record of School Achievement or, if not eligible for the Record of School Achievement, a Transcript of Study. Students who leave school prior to the completion of Year 10 are not entitled to a credential from the NESA. The Principal or his delegate will notify the Board, via Schools Online, of students leaving school at or after the completion of Year 10, giving the date that the student left or will leave school. The NESA will then issue the credentials to which the student is entitled.

#### **Year 10 students who transfer to another school**

In the case of students who are transferring from one NSW school to another, the new school must, via Schools Online, reactivate the student's entry for the Record of School Achievement, confirm the program of study undertaken by the student at the previous school, and confirm the NESA student number. Students transferring from another NSW school retain the student number allocated by the Board from the previous school's entry record.

If the transfer happens before the end of Term 2, Year 10, the new school must submit the grades. The new school if need be would consult the previous school about the validity of the grades.

If the transfer takes effect in Terms 3 or 4, Year 10, the previous school is responsible for submitting grades.

If a student is unable to meet all mandatory requirements over Years 7–10 because of a change of school, the Principal may deem that they have been met.

#### **Year 10 students who arrive from interstate or overseas**

Where the Principal determines that a student arriving from interstate or overseas could meet the eligibility requirements for the Record of School Achievement, the student should be entered for the Record of School Achievement via Schools Online.



## RoSA Credentials

Students who have satisfactorily met all the requirements for the RoSA will receive the following information on their RoSA:

- All the courses completed and the indicative duration of the course (100 hours or 200 hours for Stage 5);
- achievement in the course, generally reported as a grade, awarded by the student's school in accordance with the NESA statewide standards.

## HSC MINIMUM STANDARD

Students need reading, writing and numeracy for everyday life after school.

This is why students in NSW are being supported to meet a minimum standard of literacy and numeracy to receive the HSC from 2020.

To show they meet the HSC minimum standard, students need to achieve Level 3 or 4 in short online reading, writing and numeracy tests of skills for everyday life.

Students do not need to sit the reading, writing or numeracy test(s) if they achieved Band 8 or above in the respective 2017 Year 9 NAPLAN test(s).

Some students with disability studying Life Skills courses may be exempt from meeting the minimum standard to receive their HSC credential.

Together with the NSW Literacy and Numeracy Strategy, the HSC minimum standard is part of an effort to improve the literacy and numeracy outcomes for students.

## 2020 HSC

To show they meet the standard students need to:

- achieve Level 3 or 4 in the online reading test or have achieved Band 8 or above in reading in Year 9 NAPLAN in 2017 and
- achieve Level 3 or 4 in the online writing test or have achieved Band 8 or above in writing in Year 9 NAPLAN in 2017 and
- achieve Level 3 or 4 in the online numeracy test or have achieved Band 8 or above in numeracy in Year 9 NAPLAN in 2017.

## 2021 HSC or later

To show they meet the standard students need to:

- achieve Level 3 or 4 in the online reading test and
- achieve Level 3 or 4 in the online writing test and
- achieve Level 3 or 4 in the online numeracy test.

**What happens if a student doesn't meet the HSC minimum standard?**

From 2020, only students who meet the HSC minimum standard will receive a HSC credential.

Students do not need to meet the HSC minimum standard to:

- study HSC courses
- sit HSC exams
- receive HSC assessment and exam results
- receive an ATAR
- receive a Record of School Achievement.

***For more information go to- <http://www.boardofstudies.nsw.edu.au/rosa/credentials.html>***

# Assessment Policy

## Rationale

Assessment is an integral part of teaching and learning. Effective assessment assists student learning and forms the basis for planning future learning activities. At Irfan College, effective assessment encourages, assists and enhances the learning of all students, and is inclusive of race, culture, class, gender, disability and enhances the relationship between teacher and student and the relationships among students. At Irfan College, effective assessment is ensured to give feedback to students on their progress, help students monitor and improve their learning, provide information for teachers about the student's strengths and weaknesses as well as provide information to parents.

It is mandatory for all students in Years 7 and 8 to study courses in each of the key learning areas. Students must complete the mandatory curriculum requirements for Years 7-8 in each key learning area. This includes:

- completing all assessment tasks
- completing all homework tasks
- completing all class work
- participating in class activities
- participating in practical activities and excursions
- applying themselves with diligence and sustained effort to the set tasks and experiences provided in the course

## The assessment procedure

The assessment procedure at Irfan College aims to:

- be linked very closely to effective teaching and learning strategies, with assessment outcomes forming an integral part of individual diagnosis;
- ensure close linkages with preceding and succeeding phases of learning;
- include a variety of techniques to demonstrate the full range of knowledge, skills and attitudes that have been developed;
- be explicitly and usefully linked to the world of work, at the upper secondary level, through a range of practical learning experiences and competency-based methods;
- relate directly to students' achievements, based on the learning outcomes across the full range of areas of the curriculum;
- feature methods which encourage personal growth and cooperative attitudes and allow for balanced judgments of student strengths and limitations;
- provide increasing opportunities for students to take responsibility for their learning, including peer and self-assessment;
- provide students with clear levels of achievement which focus on valuing the actual work done by the student, and reflect judgments on the quality of the work that has been completed;
- provide justice and fairness for all students by ensuring that the criteria for successful completion of assessment tasks are clearly communicated.
- Feedback should be given to students for all summative assessments. Student should be given the opportunity to ask questions and be informed of areas needing improvement.

## **Different Types of Assessments**

### ***Formative assessment***

The ongoing monitoring of student learning behaviours during the everyday classroom program, e.g. anecdotal records, work samples, observation of practical activities, criteria checklists, notes on student's reading, discussions during reading and writing, group work.

### ***Summative assessment***

Summative assessments given to students are to evaluate student learning. These assessments include: final projects, major assessment tasks, tests. Summative assessment is when measuring student achievement against the standard of pre-determined criteria or objectives. It begins with detailing the expected outcomes of the course or unit of work. The indicators of these outcomes- the knowledge, skills and attitudes- are then set down in some detail and communicated to the students. The assessment process then involves determining whether or not the student has reached these pre-set objectives. Reporting is based on the criteria themselves, e.g. Marie Clay's Observation Survey (Reading Recovery), Diagnostic Inventory or Basic skills. Teachers must cross mark with their colleagues with the same year level at least once a term to ensure consistency with marking.

### ***Norm-referenced assessment***

Comparing the achievement of one student with that of the other students in a particular group, such as the class, year level within a school. It is a comparative assessment methods and provides a mechanism for sorting and ranking students according to their performance on given tasks, e.g. graded tests, assignments, Learning Assessment Project (LAP).

### ***Criterion-referenced assessment***

Measuring student achievement against the standard of pre-determined criteria or objectives. It begins with detailing the expected outcomes of the course or unit of work. The indicators of these outcomes- the knowledge, skills and attitudes- are then set down in some detail and communicated to the students. The assessment process then involves determining whether or not the student has reached these pre-set objectives. Reporting is based on the criteria themselves, e.g. Marie Clay's Observation Survey (Reading Recovery), Diagnostic Inventory or Basic skills.

### ***Self and peer assessment***

Procedures which enable students to develop an understanding of how they learn. By reflecting on their own achievements and those of their classmates, they are able to set realistic learning goals for themselves. Such reflective forms of assessment also contribute to the development of classrooms as collaborative learning communities, e.g. work folios, learning logs, group work notes, journals, personal reports, self assessment sheets, peer assessment proformas, sharing time etc.

### ***Anecdotal records***

Teachers anecdotal notes should be apparent in their record keeping. It is encouraged that teachers make comments on the below throughout the year:

- Class work
- Student's classroom
- Attitude to learning and school
- Test marks and results
- Changes in student's work and behaviour

- Anything else you think is important to add that will assist you in further planning and even assist next year's teacher.

### **School Responsibilities**

Every school has to develop an assessment program for each course. At Irfan College we will:

- set tasks which will be used to measure student performance in each component of every course.
- specify values for each of these tasks.
- inform students of the requirements for each course.
- keep records of each student's performance on each task.
- provide students with feedback on their progress.
- provide at least two weeks' notice in writing of the due date of each individual assessment task outline.
- inform students of their right to request a review of their ranking within each course.
- provide details of an assessment task at least two weeks prior to the due date.
- publish a calendar of assessment tasks early in the year. Teachers who wish to vary this schedule will firstly gain the approval of all Head Teachers, and then provide students with a written notice of the details of the assessment task at least two weeks prior to the new due date.
- provide a marking rubric for every assessment task issued, detailing the expectations for grades ranging between an A and E.
- notify parents/caregivers in writing of failure to submit/or complete an assessment task.
- present all assessment tasks on the school Assessment Task Cover Sheet, detailing – subject details
  - due date
  - outcomes to be assessed
  - task description

### **Parent/Caregiver Responsibilities**

As partners in the implementation of the school's educational policies and practices regarding assessment tasks, parents/caregiver can participate and help by:

- encouraging their children to complete assessment tasks by working on the tasks over a period of time.
- providing a study place which: can be used regularly, is quiet, is well lit and comfortable.
- taking an active interest in their child's study. Supporting them by discussing work,
- encouraging them if they become discouraged and directing them to seek help from their teachers if they are having difficulties.
- ensuring that their child has a healthy balance between school work and recreation.
- helping their child to become well organised in their approach to study.
- checking student diaries for task due dates.
- ensuring their children have access to reference materials, including a dictionary, thesaurus and the internet.

## **Student Responsibilities**

Assessment tasks form the basis for outcomes reported on in student reports issued each semester. Students at Irfan College are required to:

- complete all tasks listed in the assessment schedule for each subject.
- submit assigned tasks, even if they are late.
- follow set procedures if they are absent from school when a task is due.
- complete all class and course work with diligence and sustained effort.
- follow set procedures if an extension is required.
- record due dates in student diaries.
- seek help from the teacher if they don't understand the task.

## **The Assessment Program and Course Schedules**

The Assessment Program ensures that students are informed well in advance of their course program/s as well as their course assessment schedule. It will provide students with the general nature and timing of formal tasks. Students are issued with the assessment program at the commencement of the Stage 5 course. It is recommended that students use it to plan their study schedules.

## **Number of Tasks**

NESA recommends that 3-5 formal tasks is sufficient for a 100 hour course. Each course will have an assessment schedule based on Stage 5 course/syllabus requirements.

## **Timing of Assessment Tasks**

Assessment schedules for each course set out the approximate timing of each task, that is, the week it is due.

It is the student's responsibility to be alert to the notification and due date of tasks by reference to the Assessment Program and/or Assessment Schedule. If uncertain about a task, students should communicate directly with their Course Teacher or subject Head Teacher.

## **Assessment Task Notifications**

Assessment Task Notifications will be issued to students **AT LEAST 2 SCHOOL WEEKS** before an Assessment Task is due (other than formal examinations).

The notification will outline:

- the syllabus outcomes the task is measuring.
- how much the task is worth.
- description of the task.
- instructions on how to complete the task.
- marking criteria and guidelines.

## **'All My Own Work' - Copying and Plagiarism:**

All work submitted by a student for an assessment task must be completed by the student. Plagiarism includes copying large sections from a book/source without acknowledging the author. If in any doubt about how to acknowledge information, ideas or the actual words taken from a book/source, students should seek the assistance of the class teacher. It is highly recommended that drafts/evidence and preparation be sighted throughout the process and that students keep drafts/records, notes/evidence of process work for submission if required by the teacher. In cases

where there is doubt regarding the authenticity of work submitted, the assessment task may be given a 'non attempt'.

We expect that students practice the principles of good scholarship which involves:

- Being honest and ethical about what is your own work and what is not;
- Acknowledging where you got the work from that is not your own;
- Listing the sources of your information correctly and citing each source;
- Using your own words; and
- Working independently.

All work that is not the student's own work must be acknowledged. Each course will have different requirements for referencing work. The basic principles for referencing work are:

- Quoted passages should be placed in quotation marks and their source referenced within the text (giving author, date and page number);
- Using the ideas of others should be acknowledged in Italics, with the title, author, source; Paraphrasing the words/sentences of others should also be presented in Italics, with the title, author, source; and
- A list of references at the end of work (eg, essays, research papers, assignments, projects, extended responses etc) lists all the work of others used. (eg, Title, Author and Page).

Guide to Bibliographies and Referencing – Harvard

### **Malpractice**

Malpractice can include, but is not limited to:

- copying someone else's work in part or in whole, and presenting it as your own;
- using material directly from books, journals, CDs or the internet without reference to the source;
- building on the ideas of another person without reference to the source;
- buying, stealing or borrowing another person's work and presenting it as your own;
- submitting work that another person, such as a parent, friend, tutor or subject expert, has contributed to substantially;
- using words, ideas, designs or the work of others in practical and performance tasks without appropriate acknowledgement;
- paying someone to write or prepare material;
- breaching school examination rules;
- cheating in a school based task, such as a test or exam. Cheating in the external examination;
- using non-approved aids during an assessment task;
- contriving false explanations to explain work not handed in by the due date;
- faking an illness or injury to prevent the completion or submission of work; and/or
- assisting another student to engage in malpractice.

### Consequences of Malpractice

Proven malpractice will limit a student's results for a task and may jeopardise their satisfactory completion of the RoSA and may jeopardise entry into the Preliminary.

One or more of the following consequences may be applied to proven malpractice:

- reduced marks for all or part of the assessment task;
- zero marks for part or all of the assessment task;
- A 'N' Warning letter sent to the student

If a student is found guilty of malpractice during assessable tasks a mark of 0 may be awarded and they may be entered onto NESAs Malpractice Register.

If a student submits a prepared task, which his or her teacher believes is not entirely the student's own work, the student may be required to reproduce the work under examination conditions. Failure to do so will result in a mark of 0.

### Penalty for Late Submission of Assessment Tasks

Students are responsible for the planning of their work to ensure submission or preparation for tasks does not become an issue. Development of time management skills is an important part of the teaching and learning process. Printer/computer failure is not an acceptable reason for late submission of work. Assessment tasks must be submitted on the due date as specified by the Subject Teacher. Submission after this time will incur a late penalty.

Completion/collection of work missed by students due to absence from a class for any reason is the responsibility of the student. Teachers will make every effort to assist students. Students may submit a task after the due date but a penalty will apply to any mark awarded. There will be a 10% deduction per day from the total value awarded to the task for each day that it is late. After five days lateness, a zero mark will be given. Weekends count as two days. **After 5 days, the task will no longer be accepted for assessment, but must still be submitted for subject completion.** Oral tasks do not have any provision for late presentation.

1 Day Late - 10%

2 Days Late -20%

3 Days Late – 30%

4 Days Late – 40%

5 Days Late – 50%

More Than 5 days – 0%

**An assessment due on Friday but handed in on the following Monday would be three (3) days late.**

For example, if an assessment is out of 20, 2 marks will be deducted each day that it is late. Your assessment will be marked first and then the marks you have lost will be deducted. If you score 12 out of 20 but handed it in one day late, your score will be adjusted to 10 out of 20.

### Extension for submission of tasks

Generally, it will not be possible for students to seek an extension of deadlines. In cases where work is not submitted on time, teachers will make their judgement on the evidence available. Extensions may be given at the discretion of teachers in cases of illness or significant personal problems. If students do not apply and receive an extension, the consequences will be the same as for missed work without an acceptable explanation of their absence.



When student leave clashes with an assessment task Students should discuss how a request for leave may impact assessment tasks with their subject teacher TWO WEEKS PRIOR TO THE LEAVE. All assessments due during the period of leave must be completed prior to the leave commencing. Students who do not make arrangements with their subject teacher and faculty head teacher, two weeks prior to the leave and who do not complete the required assessment prior to taking leave may be penalised for non-completion and therefore receive a mark of zero or be penalised for late submission of a task in accordance with the Irfan College assessment policy. Students and families must manage leave requests in consultation with subject teachers and school Principal or (delegate)

### **Technology Issues:**

Failure of equipment (e.g. computers, printers) will not be accepted as a reason for not handing in a task. It is the responsibility of all students to make drafts and copies of all work throughout the process. These need to be provided to the teacher if they are unable to provide the finished copy of the task.

### **Records**

Records relating to achievement in assessment tasks will be maintained in the individual teacher's mark book, in the electronic Mark Book section of the Student Administration System and in the form of the student's work.

### **Feedback**

Feedback to students on assessment tasks may take the form of marks, grades or comments (alone or in combination). Any queries arising from feedback should be dealt with as promptly as possible.

### **Student Reports**

Students will receive two reports throughout the year. A half yearly report issued Semester One, Term Two and a yearly report issued in Semester Two, Term Four.

Interim reports are issued at the end of a year to inform parents of general progress towards outcomes between formal reporting periods. These will be issued in Term One and Term Three and can be used as a starting point for discussions at parent-teacher meetings.

There are two parent-teacher meetings throughout the year. These provide opportunities for parents, teachers and students to discuss concrete examples of the student work used to achieve course outcomes.

### **Appealing an Assessment Task Grade:**

A student is able to query a grade for an assessment task within one week of the task being returned. The student must talk to the teacher who marked the task.

It is important to realise a teacher's professional decision to award a particular grade is not grounds for an appeal. Grounds for appeal could include:

- another student's answer was marked correct and the claimant's answer was marked incorrect;
- a discrepancy between the markers written comment and what the response actually contained;
- the marking criteria were not followed.

The teacher who marked the task will discuss the marking of a particular question with the student seeking the variation. After this discussion, the student may feel the need to discuss the situation further with the Coordinator. The decision made by the Coordinator is final.

## **Stage 4 and 5 Assessments – areas, tasks, and programs (Refer to the Assessment Schedule)**

Each course develops an assessment schedule with appropriate weightings for each task. Each course uses a specified method to allocate grades as suggested by the NSW Education Standards Authority.

### **Unsatisfactory Course Progress**

It is important that a student achieves a satisfactory academic standard. This will only be possible when student works diligently to their potential. It is a requirement of the NSW Education Standards (NESA) to issue students with official warnings in order to give them the opportunity to correct the problem.

When a student is at a risk of not completing the course, he/she will be issued with official warnings.

**A formal meeting will be arranged with the parent and a Course Progression Monitoring letter will be sent home by the Curriculum Coordinator.** Failure to take satisfactory measures to rectify their course progression at school may result in the consequence mentioned below and for continued unsatisfactory progress further action will need to be taken at the College Principal's discretion.

### **Consequence**

The student:

- may be offered conditional promotion,
- or repeat the same year level,
- or may be offered an Assisted Transfer if it is deemed to be a more suitable alternative in consultation with parents/guardians. This decision will only be made after careful review of the student's performance in each term and in the event that the student displays no or very minimal progress despite the arrangements of the school.



## A GLOSSARY OF KEY WORDS

Syllabus outcomes, objectives, performance bands and examination questions have key words that state what students are expected to be able to do.

The following directive terms, grouped in a manner consistent with Bloom’s Taxonomy, help you to identify the level or type of response required for a question or activity and provide a common language and consistent meaning in Australian Curriculum documents. *Reference: Pearson*

<b>Remembering</b>	
Define	State meaning and identify essential qualities
Label	Add annotations to a diagram or drawing
List	Write
Name	Present remembered ideas, facts and experiences
Present	Provide information for consideration
Recall	Present remembered ideas, facts and experiences
Specify	State in detail
State	Provide information without further explanation
<b>Understanding</b>	
Account	Account for: state reasons for, report on. Give an account of: narrate a series of events or transactions
Calculate	Ascertain/determine from given facts, figures or information
Clarify	Make clear or plain
Construct	Make; build; put together items or arguments
Describe	Provide characteristics and features
Determine	Find out the size or extent by measuring, counting or estimating
Discuss	Identify issues and provide points for and/or against
Explain	Relate cause and effect; make the relationships between things evident; provide why and/or how
Extract	Choose relevant and/or appropriate details
Gather	Collect items from different sources
Outline	Sketch in general terms; indicate the main features of
Predict	Suggest what may happen based on available information
Propose	Put forward (for example, a point of view, idea, argument, suggestion) for consideration or action
Rank	Place in order of size, age or as instructed
Recount	Retell a series of events
Summarise	Express, concisely, the relevant details
<b>Applying</b>	
Apply	Use, utilise, employ in a particular situation
Calculate	Ascertain/determine from given facts, figures or information

Demonstrate	Show by example
Examine	Inquire into
Identify	Recognise and name
<b>Analysing</b>	
Analyse	Identify components and the relationship between them; draw out and relate implications
Classify	Arrange or include in classes/categories
Compare	Show how things are similar or different
Contrast	Show how things are different or opposite
Critically analyse/evaluate	Add a degree or level of accuracy, depth, knowledge and understanding, logic, questioning, reflection and quality to analysis/evaluation
Discuss	Identify issues and provide points for and/or against
Distinguish	Recognise or note/indicate as being distinct or different from; note differences between
Interpret	Draw meaning from
<b>Evaluating</b>	
Appreciate	Make a judgement about the value of
Assess	Make a judgement of value, quality, outcomes, results or size
Conclude	Come to a judgement or result based on the reasoning or arguments that you present
Critically analyse/evaluate	Add a degree or level of accuracy depth, knowledge and understanding, logic, questioning, reflection and quality to analysis/evaluation
Deduce	Draw conclusions
Evaluate	Make a judgement based on criteria; determine the value of
Extrapolate	Infer from what is known
Justify	Support an argument or conclusion
Predict	Suggest what may happen based on available information
Propose	Put forward (for example, a point of view, idea, argument, suggestion) for consideration or action
Recommend	Provide reasons in favour
Select	Select one or more items, features or objects
<b>Creating</b>	
Construct	Make; build; put together items or arguments
Investigate	Plan, inquire into and draw conclusions about
Synthesise	Put together various elements to make a whole



## APPLICATION FOR EXTENSION

Course Name: \_\_\_\_\_

Student Name: \_\_\_\_\_ Date: \_\_\_\_\_

Assessment Task:

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Due date: \_\_\_\_\_

Task title: \_\_\_\_\_

Reason for application for extension:

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Note: Appropriate evidence must accompany this application. (e.g. Note from parent)

Student Signature: \_\_\_\_\_ Parent Signature: \_\_\_\_\_

.....

### REPLY TO APPLICATION FOR EXTENSION

Course: \_\_\_\_\_ Student: \_\_\_\_\_

Task Title: \_\_\_\_\_

Granted	Refused
New Due date:	Reason

Coordinator's Signature: \_\_\_\_\_  
Date: \_\_\_\_\_



\_\_\_\_\_

### ASSESSMENT TASK MISSED

Course name: \_\_\_\_\_

Student Name: \_\_\_\_\_ Date: \_\_\_\_\_

Assessment Task: \_\_\_\_\_ Due Date: \_\_\_\_\_

Task Title: \_\_\_\_\_ Date of Absence: \_\_\_\_\_

Reason for Absence on the Day of Task: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Note: Appropriate evidence must accompany this application. (e.g. Note from parent)

Student Signature: \_\_\_\_\_ Parent Signature: \_\_\_\_\_

.....

#### Task Missed Receipt

Course: \_\_\_\_\_ Student: \_\_\_\_\_

Task Title: \_\_\_\_\_

Granted	Refused
New Due date:	Reason

Coordinator's Signature: \_\_\_\_\_ Date: \_\_\_\_\_



## ASSESSMENT TASK NOTIFICATION

NAME: \_\_\_\_\_

CLASS: \_\_\_\_\_

### GENERAL DETAILS:

Task Number:

Total Marks:

Weighting:

Mode: e.g. Written/Oral

Date of Notification :

Date due:

Individual/GroupTask

### OUTCOMES TO BE ASSESSED:

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### CONTEXT FOR THE TASK:

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### TASK RUBRIC:

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### TASK DESCRIPTION:

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### MARKING CRITERIA:

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## ILLNESS/ACCIDENT/MISADVENTURE FORM

1. If illness, accident or misadventure prevents a student completing an assessment task on or by the due date and time, the school must be advised immediately.
2. This form must then be completed by the student at least 3 days prior to the due date or as soon as possible after absence.
3. The form, when completed, is to be handed in to the Subject teacher.

NAME OF STUDENT: \_\_\_\_\_ YEAR: \_\_\_\_\_

TEACHER: \_\_\_\_\_ SUBJECT: \_\_\_\_\_

COURSE: \_\_\_\_\_ FACULTY: \_\_\_\_\_

NATURE OF ASSESSMENT TASK: \_\_\_\_\_

DUE DATE: \_\_\_\_\_ TIME: \_\_\_\_\_

NATURE OF REQUEST: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

SIGNATURE OF STUDENT: \_\_\_\_\_ DATE: \_\_\_\_\_

SIGNATURE OF PARENT: \_\_\_\_\_ DATE: \_\_\_\_\_

COMMENTS OF TEACHER: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

TEACHER'S SIGNATURE: \_\_\_\_\_

### COORDINATOR'S DECISION:

- Alternate assessment task to be set
- Extension of time granted until \_\_\_\_\_ am/pm on \_\_\_\_\_
- A zero mark is to be recorded
- Documentation required in form of \_\_\_\_\_
- Other

COORDINATOR'S SIGNATURE \_\_\_\_\_

PRINCIPAL'S SIGNATURE: \_\_\_\_\_





Date:

Dear Mr/Mrs

### Assessment Task not submitted

I am writing to advise you that your son/daughter \_\_\_\_\_ is in danger of not meeting the requirements for satisfactory completion of the Stage 5 course (Year9-10) in \_\_\_\_\_.

This course is a Stage 5 Mandatory course that is credentialed on the Record of School Achievement.

Where the non-completion is in a mandatory course, the student will not be eligible for the award of the Record of School Achievement and may not be eligible to enter Stage 6 courses (Year 11-12). Any mandatory course not satisfactorily completed appears on the student's transcript of results as 'Not Completed'. Any elective course not satisfactorily completed will not appear on the student's Record of School Achievement.

### Criteria for satisfactory completion of a course

For a student to satisfactorily complete a course, the Board requires the principal to have sufficient evidence that the student has:

- (a) followed the course developed or endorsed by the Board; and
- (b) applied him/herself 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.

Where students have not met one or more of these requirements by the end of the course, the Principal is required to inform the Board that the student has not satisfactorily completed the course.

\_\_\_\_\_ is not currently meeting one or more of these requirements. In particular, he/she

\_\_\_\_\_

### Official warning

The Board requires schools to issue students who are in danger of not meeting course requirements with official warnings in order to give them the opportunity to correct the problem.

This is the **first** official warning we have issued notifying you that \_\_\_\_\_ is at risk of not completing the above course.

### Opportunity to correct the problem

The following tasks or requirements need to be completed by \_\_\_\_\_ to correct the problem.

<i>Task or course requirement</i>	<i>Action required by student</i>	<i>Date for completion</i>

Action by parent/guardian

To support \_\_\_\_\_ in meeting the course requirements, we request that you discuss this matter with him/her, and encourage and support him/her to carry out the required actions. If you have any questions about this matter, please contact your child's subject teacher.

Please complete the acknowledgement below and return it to the school. Please feel free to add additional comments if you wish.

Yours sincerely

\_\_\_\_\_  
Subject Teacher/Coordinator

Mr Ali Arabaci  
Principal

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***Acknowledgement of Official Warning***

I have received the letter dated \_\_\_\_\_ advising me that \_\_\_\_\_ is in danger of not meeting the course requirements for \_\_\_\_\_, and am aware that this is the first official warning.

I am aware that this is a mandatory course. I am aware that any mandatory course not satisfactorily completed appears on the student's transcript of results as 'Not Completed', and that the student will not be eligible for the award of the Record of School Achievement, and may not be eligible to enter Stage 6 courses (Year 11).

Parent/Guardian's signature: \_\_\_\_\_ Date: \_\_\_\_\_

Student's signature: \_\_\_\_\_ Date: \_\_\_\_\_



Tuesday, September 11 2019

Dear Parents / Guardians,

Assalamu 'Alaykum wa Rahmatullahi wa Barakatuhu,

Re: .....*Name of student*..... **Not Meeting the Subject Requirements for RoSA**

I am writing to advise you that your son/daughter *<Insert student name>* ..... is in danger of not meeting the requirements for satisfactory completion of the Stage 4 / Stage 5/ course in *<Insert course name>*  
.....  
.....

This course is mandatory for the award of the Record of School Achievement. Where the non-completion is in a mandatory course, the student will not be eligible for the award of the Record of School Achievement and may not be eligible to enter Preliminary (Year 11) courses.

**Criteria for satisfactory completion of a course**

For a student to satisfactorily complete a course, NESA requires the principal to have sufficient evidence that the student has:

- (a) followed the course developed or endorsed by the Board; and
- (b) applied him/herself 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.

Where students have not met one or more of these requirements by the end of the course, the Principal is required to inform NSW Educational Standards (NESA) that the student has not satisfactorily completed the course.

*<Student first name>* is not currently meeting one or more of these requirements. In particular, he/she *<Insert brief description of the problem(s)>*  
.....  
.....

**Official warning**

NESA requires schools to issue students who are in danger of not meeting course requirements with official warnings in order to give them the opportunity to correct the problem. This is *the <first/second/third>* ..... official warning we have issued notifying you that *<Student first name>* ..... is at risk of not completing the above course.

**Consequence**

The student:

- may be offered conditional promotion,
- or repeat the same year level,
- or may be offered an Assisted Transfer if it is deemed to be a more suitable alternative in consultation with parents/guardians. This decision will only be made after careful review of the student's performance in each term and in the event that the student displays no or very minimal progress despite the arrangements of the school.

**Action by parent/guardian**

To support *<Student first name>*..... in meeting the course requirements, we request that you discuss this matter with him/her, and encourage and support him/her to carry out the required actions. If you have any questions about this matter, please contact the school and make an appointment to see the coordinator.

Yours sincerely,

Mr Ali Arabaci  
Principal



10 July 2020

To: Insert family details

Re: Course Progression Monitoring

Dear Mr/ Mrs Family name

Following our meeting on XX/XX/XXXX, I am writing to notify you that your son/daughter's progress will be monitored for a period of not less than one term.

During this time insert childs name is still required to submit insert assignment . Please note that this work will not count towards their final grade for term 1/2/3/4, it is however, mandatory. Failure to submit this work will be deemed as further evidence of unsatisfactory progress.

If the College is satisfied that your son/daughter's progress is satisfactory at the end of this monitoring period, no further action will be taken, and I shall inform you of this. If, however I remain unsatisfied with his/her progress at the end of the one term period, I would like to remind you that there are consequences for continued unsatisfactory progress and further action will need to be taken at the College Principal's discretion.

I appreciate your support and understanding.

Yours Sincerely,

Ali Arabaci  
College Principal

Jena Yalcinkaya  
Curriculum Coordinator



10 July 2020

To: Insert family details

**Re: Unsatisfactory Course Progress**

Dear Mr/ Mrs Family name

This letter is to inform you that for the reasons listed below, your son/daughter is at risk of failing to meet the mandatory course requirements for Stage 4/5/6 subject/s.

- Failing to submit assessment task for Subject
- Failing to sit examination for Subject
- Failing Semester 1/2 in Subject

I would like to discuss your son/daughter's academic progress with you. If there are genuine reasons for the unsatisfactory progress of your child, the College would like to offer its assistance and support. Please contact the College at your earliest convenience and request to speak to the Secondary Coordinator, Ms Jena Yalcinkaya.

I would like to highlight the seriousness of this matter and strongly advise you to contact the College at your earliest convenience. Failure to take satisfactory measures to rectify your child's course progression at school may result in the termination of their enrolment.

Yours sincerely,

Ali Arabaci  
College Principal

Jena Yalcinkaya  
Curriculum Coordinator

Year 12 English Advanced  
Assessment Schedule 2021

Task Number	Task 1	Task 2	Task 3	Task 4	
<b>Topic Focus</b>	Common Module: Texts and Human Experiences	Module A: Textual Conversations	Module B: Critical Study of Literature and Module C: Craft of Writing	Trial HSC Examination	
<b>Nature of Task</b>	Multimodal Presentation	Open book in class assessment	Take home assessment	Formal Examination	
<b>Timing</b>	Week 7, Term 4	Term 1 Week 8	Term 2 Week 10	Term 3 weeks 3 - 4	
<b>Outcomes assessed</b>	EA12-1, EA12-2, EA12-3, EA12-4, EA12-5, EA12-6, EA12-7, EA12-8, EA12-9	EA12-1, EA12-3, EA12-4, EA12-5, EA12-6, EA12-7, EA12-8	EA12-1, EA12-3, EA12-4, EA12-5	EA12-1, EA12-2, EA12-3, EA12-4, EA12-5, EA12-6, EA12-7, EA12-8, EA12-9	
<b>Knowledge and understanding of course content</b>	15	10	10	15	<b>50</b>
<b>Skills in responding to texts and communication of ideas appropriate to audience, purpose and context across all modes</b>	10	15	15	10	<b>50</b>
<b>Total %</b>	25	25	25	25	<b>100</b>

Year 12 English Standard  
Assessment Schedule 2021

Task Number	Task 1	Task 2	Task 3	Task 4	
<b>Topic Focus</b>	Common Module: Texts and Human Experiences	Module A: Language, Identity and Culture	Module B and Module C	Trial HSC Examination	
<b>Nature of Task</b>	Multimodal Presentation	Open book in class assessment	Take home assessment	Formal Examination	
<b>Timing</b>	Week 7, Term 4	Term 1, Week 5	Term 2, Week 10	Term 3, Weeks 3 - 4	
<b>Outcomes assessed</b>	EN12-1, EN12-2, EN12-3, EN12-4,EN12-5, EN12-6,EN12-7	EN12-1, EN12-3, EN12-5, EN12-7, EN12-8, EN12-9	EN12-1, EN12-3, EN12-4, EN12-5, EN12-6,EN12-7, EN12-9	EN12-1, EN12-3, EN12-5, EN12-6, EN12-7	
<b>Knowledge and understanding of course content</b>	15	10	10	15	<b>50</b>
<b>Skills in responding to texts and communication of ideas appropriate to audience, purpose and context across all modes</b>	10	15	15	10	<b>50</b>
<b>Total %</b>	25	25	25	25	<b>100</b>

Year 12 English Extension 1  
Assessment Schedule 2021

<b>Task Number</b>	<b>Task 1</b>	<b>Task 2</b>	<b>Task 3</b>	
<b>Topic Focus</b>	Common Module: Literary Worlds	Elective 2: Worlds of upheaval	Trial HSC Examination	
<b>Nature of Task</b>	Imaginative response and reflection	Critical response with related text and Panel Discussion	Formal Examination	
<b>Timing</b>	Term 1, Week 9	Term 2, Week 7	Term 3, Week 6	
<b>Outcomes assessed</b>	EE12-2, EE12-4, EE12-5	EE12-1, EE12-2, EE12-3, EE12-4 EE12-5	EE12-1, EE12-2, EE12-4, EE12-5	
<b>Knowledge and understanding of course content</b>	15	20	15	<b>50</b>
<b>Skills in responding to texts and communication of ideas appropriate to audience, purpose and context across all modes</b>	15	20	15	<b>50</b>
<b>Total %</b>	30	40	30	<b>100</b>



Year 12 English Extension 2  
Assessment Schedule 2021

Component	Task 1	Task 2	Task 3	Weighting %
	Viva Voce (including written proposal)	Literature review	Critique of the creative process	
	Term 4 Week 9	Term 2, Week 3	Term 3, Week 1	
	EEX12-1, EEX12-4, EEX12-5	EEX12-1, EEX12-2, EEX12-3, EEX12-4	EEX12-2, EEX12-3, EEX12-5	
Skills in extensive independent research	15	20	15	50
Skills in sustained composition	15	20	15	50
<b>Total %</b>	30	40	30	<b>100</b>

Year 12 Mathematics Advanced  
Assessment Schedule 2021

<b>Task Number</b>	<b>Task 1</b>	<b>Task 2</b>	<b>Task 3</b>	
<b>Topic Focus</b>	S2, S3	F2, T3, C2, C3, C4	F2, T3, C2, C3, C4, M1, S2, S3	
<b>Nature of Task</b>	Open book test and presentation	Assignment/ investigation	Trial HSC examination	
<b>Timing</b>	Term 1, week 5	Week 8, Term 2	Term 3, Examination Period	
<b>Outcomes assessed</b>	MA12-1, MA12-3, MA12-5, MA12-6 MA12-8, MA12-9 MA12-10	MA12-1, MA12-3 MA12-5, MA12-6 MA12-7, MA12-9 MA12-10	MA12-1, MA12-2 MA12-3, MA12-4 MA12-5, MA12-6 MA12-7, MA12-8 MA12-9, MA12-10	
<b>Understanding, Fluency and Communicating</b>	20	15	15	<b>50</b>
<b>Problem Solving, Reasoning and Justification</b>	20	15	15	<b>50</b>
<b>Total Weighting %</b>	40	30	30	<b>100</b>

Year 12 Mathematics Standard  
Assessment Schedule 2021

<b>Task Number</b>	<b>Task 1</b>	<b>Task 2</b>	<b>Task 3</b>	
<b>Topic Focus</b>	1. Measurement 2. Networks 3. Financial Mathematics	1. Financial Mathematics	Trial HSC Examination	
<b>Nature of Task</b>	In-class open book test & Presentation	Investigation assignment	Formal Exam	
<b>Timing</b>	Term 1, Week 8	Term 2, Week 6	Term 3, Week 6	
<b>Outcomes assessed</b>	MS2-12-3, MS2-12-4 MS2-12-5, MS2-12-8 MS2-12-9, MS2-12-10	MS2-12-5, MS2-12-9 MS2-12-10	MS2-12-1, MS2-12-2 MS2-12-3, MS2-12-4 MS2-12-5, MS2-12-6 MS2-12-7, MS2-12-8 MS2-12-9, MS2-12-10	
<b>Knowledge &amp; Understanding</b>	20	15	15	<b>50</b>
<b>Skills</b>	20	15	15	<b>50</b>
<b>Total Weighting %</b>	40	30	30	<b>100</b>

Year 12 Mathematics Extension 1  
Assessment Schedule 2021

<b>Task Number</b>	<b>Task 1</b>	<b>Task 2</b>	<b>Task 3</b>	
<b>Topic Focus</b>	S1	V1	P1, V1, T3, C2, C3, S1	
<b>Nature of Task</b>	Open book test	Assignment/ investigation	Trial HSC examination	
<b>Timing</b>	Term 1, Week 6	Term 2, Week 9	Term 3, Examination Period	
<b>Outcomes assessed</b>	ME12-5, ME12-6 ME12-7	ME12-2, ME12-6 ME12-7	ME12-1, ME12-2 ME12-3, ME12-4 ME12-5, ME12-6 ME12-7	
<b>Understanding, Fluency and Communicating</b>	15	15	20	<b>50</b>
<b>Problem Solving, Reasoning and Justification</b>	15	15	20	<b>50</b>
<b>Total Weighting %</b>	30	30	40	<b>100</b>

Year 12 Biology  
Assessment Schedule 2021

<b>Task Number</b>	<b>Task 1</b>	<b>Task 2</b>	<b>Task 3</b>	
<b>Topic Focus</b>	Module 5: Heredity	Module 6:	All Modules	
<b>Nature of Task</b>	Model	First-hand Investigation	Trial Examination	
<b>Timing</b>	Term 4, Week 8	Term 2, Week 7	Term 3, Week 7/8	
<b>Outcomes assessed</b>	BIO11/12-4, BIO11/12-7 BIO12-12	TBC + BIO12-14	TBC	
<b>Knowledge &amp; Understanding</b>	10	10	20	<b>40</b>
<b>Skills in working Scientifically</b>	25	25	10	<b>60</b>
<b>Total Weighting %</b>	35	35	30	<b>100</b>

Year 12 Business Studies  
Assessment Schedule 2021

<b>Task Number</b>	<b>Task 1</b>	<b>Task 2</b>	<b>Task 3</b>	<b>Task 4</b>	
<b>Topic Focus</b>	Operations	Finance	Human Resource	Trial HSC Examination	
<b>Nature of Task</b>	Case Studies	Stimulus Business Report	Research Task	Formal Examination	
<b>Timing</b>	Term 4, Week 9	Term 1, Week 8	Term 2, Week 9	Term 3, Exam Period	
<b>Outcomes assessed</b>	H4, H5, H6, H7, H8, H9	H2, H6, H8, H9, H10	H2, H3, H5, H6, H7, H9	H1, H2, H3, H4, H5, H6, H7, H8, H9, H10	
<b>Components</b>					
<b>Knowledge &amp; Understanding</b>	10	10	10	15	<b>45</b>
<b>Stimulus – based skills</b>	-	10	5	5	<b>20</b>
<b>Inquiry and research</b>	5	-	10	-	<b>15</b>
<b>Communication of information, ideas and issues in appropriate forms</b>	5	5	-	10	<b>20</b>
<b>Total Weighting %</b>	20	25	25	30	<b>100</b>

## Year 12 Ancient History Assessment Schedule 2021

<b>Task Number</b>	<b>Task 1</b>	<b>Task 2</b>	<b>Task 3</b>	<b>Task 4</b>	
<b>Topic Focus</b>	Cities of Vesuvius: Pompeii and Herculaneum	Ancient societies: Spartan society to the Battle of Leuctra 371 BC	Personalities in their time: Akhenaten	All topics	
<b>Nature of Task</b>	Research + Model + Presentation	Historical analysis- essay	Source analysis	Trial HSC Examination	
<b>Timing</b>	Term 4, Week 8	Term 1, Week 8	Term 2, Week 8	Term 3	
<b>Outcomes assessed</b>	AH12-1, AH12-6, AH12-9, AH12-10	AH12-2, AH12-5, AH12-8, AH12-9	AH12-5, AH12-6, AH12-7, AH12-9	AH12-3, AH12-4, AH 12-6, AH12- 7	
<b>Components</b>					
<b>Knowledge and understanding of course content</b>	5	10	5	20	<b>40</b>
<b>Historical skills in the analysis and evaluation of sources and interpretations</b>	5	5	5	5	<b>20</b>
<b>Historical inquiry and research</b>	10	5	5		<b>20</b>
<b>Communication of historical understanding in appropriate forms</b>	5	5	5	5	<b>20</b>
<b>Total Weighting %</b>	25	25	20	30	<b>100</b>

Year 12 PDHPE  
Assessment Schedule 2021

<b>Task Number</b>	<b>Task 1</b>	<b>Task 2</b>	<b>Task 3</b>	<b>Task 4</b>	
<b>Topic Focus</b>	Health Priorities in Australia	Improving Performance	Sports Medicine	Health Priorities in Australia, Improving Performance, Sports Medicine	
<b>Nature of Task</b>	Health Priorities Report	In Class Essay	Injury Research Task	Trial Examination	
<b>Timing</b>	Term 4, Week 7	Term 1, Week 5	Term 3, Week 7-8	Term 3, Week 4	
<b>Outcomes assessed</b>	H1-H2-H3- H4- H5, H14-H15- H16	H7, H8, H10, H17	H13, H17	H13, H17	
<b>Knowledge &amp; Understanding</b>	10	10	10	10	<b>40</b>
<b>Skills</b>	10	5	5	10	<b>30</b>
<b>Skills in critical thinking, research and analysis</b>	10	10	5	5	<b>30</b>
<b>Total Weighting %</b>	30	25	20	25	<b>100</b>



## Year 12 Visual Arts Assessment Schedule 2021

Task Number	Task 1		Task 2	Task 3	
<b>Topic Focus</b>	<p><b>Art Concepts:</b> Assessing the three Art Concepts through written assessment.</p> <p>VAPD submission with written account of how forms and subject matter have been used to represent significant ideas</p>	<p><b>Still Life/Artmaking:</b> Directed Artmaking Projects.</p> <p>VAPD submission with practical assessment submission. Submission of a series of drawings, mixed media and painting artworks</p>	<p><b>Exploring Art Practice:</b> Directed and Self-Directed Artmaking Projects.</p> <p>Submission of a self-directed demonstrating how the analysis of art concepts has informed developments in the student's artmaking practice.</p>	<p><b>Yearly Examination:</b> Art Criticism and Art History Written Examination</p>	
<b>Nature of Task</b>	Art Criticism and Art History: Written Assessment	Artmaking: Practical Assessment	Artmaking: Practical Yearly Assessment	Art Criticism and Art History: Yearly Exam	
<b>Timing</b>	Term 1, Week 1	Term 1, Week 5	Term 3, Week 8	Term 3, Week 9	
<b>Outcomes assessed</b>	P7, P8, P9		P1, P2, P3, P4, P5, P6	P7, P8, P9, 10	
<b>Artmaking</b>	10	20	20		<b>50</b>
<b>Art Criticism and Art History</b>	15			35	<b>50</b>
<b>Total Weighting %</b>	25	20	20	35	<b>100</b>

## Year 12 Legal Studies Assessment Schedule 2021

<b>Task Number</b>	<b>Task 1</b>	<b>Task 2</b>	<b>Task 3</b>	<b>Task 4</b>	
<b>Topic Focus</b>	Crime	Human Rights	World Order	Trial HSC Examination	
<b>Nature of Task</b>	Take-Home Essay	Research Task	Research Essay	Formal Examination	
<b>Timing</b>	Term 4, Week 10	Term 1, Week 8	Term 2, Week 9	Term 3, Exam Period	
<b>Outcomes assessed</b>	H1, H2, H3, H4, H5, H6, H7, H8, H9, H10	H1, H2, H3, H4, H5, H6, H7, H8, H9, H10	H1, H2, H3, H4, H5, H6, H7, H8, H9, H10	H1, H2, H3, H4, H5, H6, H7, H8, H9, H10	
<b>Components</b>					
<b>Knowledge &amp; Understanding</b>	10	10	5	15	<b>40</b>
<b>Analysis and Evaluation</b>	5	5	5	5	<b>20</b>
<b>Inquiry and research</b>	-	10	10	-	<b>20</b>
<b>Communication of legal information, ideas and issues in appropriate forms</b>	5	-	5	10	<b>20</b>
<b>Total Weighting %</b>	20	25	25	30	<b>100</b>

Year 12 Studies of Religion  
Assessment Schedule 2021

<b>Task Number</b>	<b>Task 1</b>	<b>Task 2</b>	<b>Task 3</b>	<b>Task 4</b>	
<b>Topic Focus</b>	Religious Tradition Depth Study 1 - Christianity	Religious Tradition Study 1 - Judaism	Religion and Non- Religion	All Units	
<b>Nature of Task</b>	Source Analysis and Report	Research and Essay	Oral Presentation	Trial HSC Examination	
<b>Timing</b>	Term 4, Week 8	Term 1, Week 8	Term 2, Week 8	Term 3, Week 5	
<b>Outcomes assessed</b>	H6, H7, H8, H9	H6, H7, H8, H9	H1, H2, H3, H4, H5	H1, H2, H3, H6, H7	
<b>Components</b>					
<b>Knowledge &amp; Understanding</b>	5	10	10	15	<b>40</b>
<b>Source-based skills</b>	10	5	-	5	<b>20</b>
<b>Investigation &amp; Research</b>	5	5	10		<b>20</b>
<b>Communication of information, ideas and issues in appropriate forms</b>	-	5	5	10	<b>20</b>
<b>Total Weighting %</b>	20	25	25	30	<b>100</b>